



**Regular Joint Meeting of the
CITIZENS ADVISORY COMMITTEE (CAC) and
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)
OF THE HERNANDO-CITRUS METROPOLITAN
PLANNING ORGANIZATION (MPO)**

Thursday, August 27, 2026, at 10:30 a.m.

**MEETING LOCATION: Hernando County Building Division Training Facility, 1661 Blaise Drive,
Brooksville, Florida**

AGENDA

10:30 A. CALL TO ORDER BY PRESIDING CHAIR

1. Moment of Silence
2. Pledge of Allegiance
3. Introductions of Committee Members and MPO Staff
4. Declaration of Quorum
5. Public Notice Affirmation

B. APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff)

C. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES – MAY 28, 2026

**D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) REVIEW AND APPROVAL OF THE
APRIL 23, 2026, REGULAR MEETING MINUTES**

10:40 E. ACTION ITEMS

1. Review and Recommendation of Revision 1 to the FY 2027-FY 2028 Unified Planning Work Program (UPWP) to Amend Task 7 (Suncoast Transportation Planning Alliance Support and Shared Task)
2. Review and Recommendation of the Citizens Advisory Committee (CAC) Bylaws Update
3. Review and Recommendation of the MPO's Public Participation Plan (PPP) Update

F. CITIZEN COMMENTS

G. COMMITTEE MEMBER COMMENTS

1. Citizens Advisory Committee (CAC)
2. Bicycle/Pedestrian Advisory Committee (BPAC)

H. MPO STAFF UPDATES

12:00 I. ADJOURNMENT AND NEXT MEETING – The next joint meeting of the Citizens Advisory Committee and Bicycle/Pedestrian Advisory Committee is scheduled for Thursday, September 24, 2026, beginning at 10:30 a.m., in the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting agenda and back-up material are available online at approximately one week before the meeting at <http://www.hernandocitrusmpo.us>.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES – MAY 28, 2026

Attached for review and approval are the Minutes of the May 28, 2026, regular joint public meeting of the Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC).

Staff Recommendation: It is recommended the CAC and BPAC, separately by committee, review and approve the Minutes of the May 28, 2026, regular joint public meeting.

Attachment: 5-28-26 Joint Mtg CAC_BPAC Minutes



**Regular Joint Meeting of the
CITIZENS ADVISORY COMMITTEE (CAC) and
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)
OF THE HERNANDO/CITRUS METROPOLITAN PLANNING
ORGANIZATION (MPO)**

Thursday, May 28, 2026

MINUTES

The Citizens Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC) held a joint public meeting on Thursday, May 28, 2026, at 10:30 a.m., at the Hernando County Building Division Training Facility, 1661 Blaise Drive, Brooksville, Florida. The meeting was publicly noticed on the Hernando County, Citrus County, and Hernando-Citrus MPO websites.

BPAC MEMBERS PRESENT

Sherry Bechtel, City of Inverness

BPAC MEMBERS ABSENT

Bailey Grzyb, Hernando County Parks and Recreation
Jim McLean, Citrus County Citizen-at-Large
Dennis Reiland, Citrus County Citizen-at-Large
Terri Moore, Citrus County Parks and Recreation, Alternate
Deputy Fischer, Non-Voting Citrus County Sheriff's Office

CAC MEMBERS PRESENT

Shannon Sokolowski, Ph.D., Low Income and/or Minority Representative-Hernando County, Presiding Chair
Jim Reynold, Citrus County – Unincorporated
Scarlett Sharpe, Hernando County – Unincorporated
Ron Lawson, City of Brooksville

CAC MEMBERS ABSENT

Stephen Hohman, Hernando County – Unincorporated
Ana Arias-Cáseres, Low Income and/or Minority Representative-Citrus County
Karen Esty, City of Inverness

OTHERS PRESENT

Bob Esposito, MPO Executive Director
Mary Elwin, MPO Coordinator
Joy Turner, MPO Executive Assistant
Holly Kowalczyk, Florida Department of Transportation, District 7
Elisa Joyner, Florida Department of Transportation, District 7
Loren Hughes, Florida's Turnpike Enterprise
Wally Blain, AICP, Senior Project Manager, Benesch & Associates
Chris Keller, AICP, Senior Project Manager, Benesch & Associates
William Roll, AICP, Project Manager, Kimley-Horn & Associates

MEETING CALLED TO ORDER

- The Pledge of Allegiance and the introductions of the Committee members and staff followed the Moment of Silence.
- A quorum was established for the CAC. A quorum for the BPAC could not be established, as at least three members must be present.
- Ms. Turner noted for the record that the public notice for the meeting was posted in accordance with the

adopted policies.

APPROVAL/MODIFICATION OF AGENDA

CAC Motion: A motion was made by Mr. Lawson to approve the agenda. The motion was seconded by Ms. Sharpe, and the motion passed 4-0.

Although the BPAC did not have a quorum, BPAC member, Sherry Bechtel, concurred with the CAC's action.

REVIEW AND APPROVAL OF PREVIOUS JOINT MEETING MINUTES – APRIL 23, 2026

CAC Motion: A motion was made by Ms. Sharpe to approve the April 23, 2026, Minutes. The motion was seconded by Mr. Lawson, and the motion passed 4-0.

Due to the lack of a quorum, the April 23, 2026, minutes will be placed on the next agenda for approval by the BPAC.

ACTION ITEMS

1. Review and Recommendation of Revision 4 to the FY 2026-FY 2030 Transportation Improvement Program (TIP) for Section 5307 Capital Funds for the Hernando County Transit System (TheBus) and the Citrus County Transit System, and Reflection of Section 5339 Funds for the Hernando County Transit System (TheBus) and for the Citrus County Transit System

Mr. Esposito reviewed the agenda item and the staff recommendation.

CAC Motion: A motion was made by Ms. Sharpe to recommend the MPO Board approve Revision 4 to the FY 2026-FY 2030 Transportation Improvement Program (TIP) and authorize MPO Staff to transmit it to the appropriate state and federal agencies. The motion was seconded by Mr. Reynold and the motion passed 4-0.

Although the BPAC did not have a quorum, BPAC member, Sherry Bechtel, concurred with the CAC's recommendation.

2. Review and Recommendation of the Congestion Management Process (CMP), as prepared by the General Planning Consultant, Benesch & Associates

Mr. Esposito reviewed the agenda item and staff recommendation, then introduced Wally Blain, Senior Planner with the MPO General Planning Consultant, Benesch & Associates. Mr. Blain provided an overview of the updates made to the Congestion Management Process (CMP) and the strategies for addressing congestion management considerations.

In response to Mr. Reynold's question about how the public can provide comments on draft documents, Ms. Elwin explained that it is generally understood that when a document is posted on the MPO website for public comment, the public may call or otherwise contact the MPO to submit their feedback. She thanked Mr. Reynold for his suggestion to add clearer guidance, such as additional language or an icon, to the MPO webpage to better direct the public on how to submit comments, rather than relying solely on the "Contact Us" feature.

Discussion followed regarding the collaborative efforts underway to address congestion concerns around schools, particularly given the shortage of buses and bus drivers and the resulting increase in parents transporting children. Ms. Elwin noted that both Hernando and Citrus counties have school board representatives on the Technical Advisory Committee (TAC), and those representatives received the same information during the earlier TAC meeting.

Mr. Blain acknowledged Mr. Reynold's comment that Map 2 on page 7 of the CMP report depicts a portion of W. Norvell Bryant Highway as a two-lane rather than a four-lane facility. Mr. Reynold encouraged incorporating applicable CMP strategies into future List of Priority Projects (LOPP).

CAC Motion: A motion was made by Mr. Lawson to recommend the MPO Board accept the update of the Congestion Management Process (CMP) report. The motion was seconded by Ms. Sharpe and the motion passed 4-0.

Although the BPAC did not have a quorum, BPAC member, Sherry Bechtel, concurred with the CAC's recommendation.

3. Review and Recommendation of the Complete Streets Update, as prepared by the General Planning Consultant, Benesch & Associates

Mr. Esposito reviewed the agenda item, staff recommendation, and introduced Senior Planner Chris Keller, with the MPO's General Planning Consultant, Benesch & Associates. Mr. Keller delivered a presentation outlining the Complete Streets initiatives and explained that Complete Streets is not necessarily a roadway project, but rather a planning methodology and set of tools used to ensure that the appropriate street type is placed in the appropriate location. Additionally, Mr. Keller noted that the checklist in the update for evaluating projects was significantly reduced in size to help entities review projects for context-based solutions.

Mr. Reynold raised questions regarding Florida's standards for bike paths and e-bikes. Mr. Keller responded that while state standards do exist, enforcement and practical application can be challenging, particularly with the recent influx of more numerous and faster e-bikes. He noted that this issue will continue to be a topic of discussion in the coming years.

The group then reviewed transit passenger trip data, noting differences between Hernando and Citrus Counties' systems and recovery post-COVID.

CAC Motion: A motion was made by Ms. Sharpe to recommend the MPO Board accept the Complete Streets Policy and Implementation Guidance Update. The motion was seconded by Mr. Lawson and the motion passed 4-0.

Although the BPAC did not have a quorum, BPAC member, Sherry Bechtel, concurred with the CAC's motion to recommend acceptance.

4. Review and Recommendation of the Annual Update of the Draft List of Priority Projects (LOPP)

Mr. Esposito reviewed the agenda item and staff recommendation. He noted recent updates to the Congestion Management LOPP, explaining that several high-cost widening projects on county roads were removed so that more cost-feasible projects could advance given the limited funding available for the state and federal network.

Mr. Esposito also reminded the committee that the Hernando-Citrus MPO receives only about \$510,000 annually in Transportation Alternatives (TA) funding, which increases the need to carefully evaluate TA projects to ensure that those supporting proximity to schools, transit, or supplemented with local funds are prioritized for advancement.

Mr. Reynold asked whether the comment for Priority 3 on the Congestion Management LOPP should be corrected from Florida Department of Transportation (FDOT) District 5 to District 7. Mr. Esposito confirmed that the Priority 3 comment is correctly listed under District 5, noting significant development occurring in Marion County. He explained that SR 200 is being widened on the Marion County side, and on the Citrus County side, the State is rebuilding the 1939 bridge at the Marion–Citrus County line to a wider structure, which is programmed in the five-year work program. Mr. Esposito added that it would not be safe to direct traffic from a four-lane bridge onto a two-lane facility.

Mr. Reynold expressed concern that he believed widening CR 491 (Priority 6) should be a higher priority than building out SR 200. Discussion followed regarding the need for SR 200 to be widened

and considered a higher priority, particularly as Citrus County continues to grow and requires improved access to Interstate 75 and adjacent counties. It was also noted that CR 491 remains a priority for Citrus County, with work already underway at the county level to widen the corridor from south to north.

Mr. Reynold made a motion to add the Tier 2 recommendations from the Congestion Management Process (CMP) report to the List of Priority Projects. The motion died due to the lack of a second.

Ms. Bechtel noted that she had been traveling SR 200 for the past eight (8) days for work-related reasons and opined it was one of the most dangerous roads she has driven in quite some time.

CAC Motion: A motion was made by Ms. Sharpe to recommend the MPO Board approve the annual update of the List of Priority Projects (LOPP). The motion was seconded by Mr. Lawson and the motion passed 3-1, with Mr. Reynold voting nay.

Although the BPAC did not have a quorum, BPAC member, Sherry Bechtel, concurred with the CAC recommendation.

5. Review and Recommendation of the Draft Transportation Improvement Program (TIP) FY 2027-FY 2031, as prepared by the General Planning Consultant, Benesch & Associates

Mr. Esposito reviewed the agenda item and staff recommendation, then introduced Wally Blain, Senior Planner with the MPO's General Planning Consultant, Benesch & Associates. Mr. Blain presented an overview of the funding included in the FY2027–FY2031 TIP, noting that the Florida Department of Transportation has included indirect costs in the five-year program which is new to the five-year work program. He also stated that, aside from Turnpike funding decreasing as the Suncoast Parkway segments as shown in last year's program are completed, overall funding levels have remained relatively consistent with the prior program.

CAC Motion: A motion was made by Mr. Lawson to recommend the MPO Board adopt the FY2027-FY2031 Transportation Improvement Program (TIP) and authorize MPO Staff to transmit it as required to the applicable state and federal agencies. The motion was seconded by Mr. Reynold and the motion passed 4-0.

Although, the BPAC did not have a quorum, BPAC member, Sherry Bechtel, concurred with the CAC recommendation.

6. Review and Recommendation of the Traffic Counts and Level of Service Analysis for Citrus County, as prepared by the General Planning Consultant, Kimley-Horn

Mr. Esposito reviewed the agenda item, staff recommendation, and introduced William Roll, the MPO's General Planning Consultant with Kimley-Horn & Associates. Mr. Roll provided a PowerPoint presentation outlining the Context Classification framework and the metrics used to determine Level of Service (LOS) analysis for both Hernando and Citrus counties. He explained that LOS analyses are important because they support local jurisdictions during development review and establish baseline traffic performance measures.

MPO staff affirmed, in response to Mr. Reynold's inquiry, that the MPO webpage will be updated to include the latest traffic count and Level of Service information.

CAC Motion: A motion was made by Mr. Reynold to recommend the MPO Board accept the Citrus County traffic counts and the Level of Service Analysis on the Citrus County's Road network. The motion was seconded by Mr. Lawson and the motion passed 4-0.

Although the BPAC did not have a quorum, BPAC member, Sherry Bechtel, concurred with the CAC recommendation..

7. Review and Recommendation of the Traffic Counts and Level of Service Analysis for Hernando County, as prepared by the General Planning Consultant, Kimley-Horn

CAC Motion: A motion was made by Mr. Lawson to recommend the MPO Board accept the Hernando County traffic counts and the Level of Service Analysis on the Citrus County's Road network. The motion was seconded by Ms. Sharpe and the motion passed 4-0.

Although the BPAC did not have a quorum, BPAC member, Sherry Bechtel, concurred with the CAC recommendation.

CITIZENS COMMENTS

There were no citizen comments.

COMMITTEE MEMBER COMMENTS

Citizens Advisory Committee (CAC)

- Mr. Lawson asked whether there would be a representative from the Citrus County or Hernando County Sheriff's Office serving on either the CAC or BPAC committees going forward. MPO staff confirmed that membership for the CAC is currently under review.

Bicycle/Pedestrian Advisory Committee (BPAC)

- There were no member comments.

MPO STAFF UPDATES

Mr. Esposito shared the following updates:

- County Line Road (Hernando and Pasco counties) has been added to the Sun Coast Transportation Planning Alliance (SCTPA) Regional Priorities List as the #2 and #3 priority projects for FDOT District 7. Barclay Avenue in Hernando County is ranked as the #1 regional priority. The Regional Priorities List is scheduled for adoption in June 2026. The Florida Department of Transportation (FDOT) District 7 allocates approximately \$7 million annually in TRIP funding in the district. The Three Sisters trail in Citrus County is the SCTPA Multi-Use Trails #1 priority project for FDOT District 7
- Local municipalities should receive email notifications from FDOT as projects enter the design phase. This is the appropriate time for departments to request additional improvements, rather than waiting until the project nears completion to ask for new design elements.
- As part of a resurfacing project on US 19 in Crystal River, a pedestrian hybrid beacon will be installed by the Florida Department of Transportation at the Crosstown Trail crossing.
- SCTPA meeting in Lakeland is scheduled on Friday, June 5th to review and adopt regional priorities for member jurisdictions.
- The plan is to cancel the July 2nd MPO Board meeting, provided all of today's agenda items are adopted or approved. If so, the June 25th Committee meetings will also likely be canceled.

ADJOURNMENT AND NEXT MEETING

The next regular joint meeting of the Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC) is tentatively scheduled for Thursday, June 25, 2026, beginning at 10:30 a.m., in the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting agenda and back-up material are available online approximately one week before the meeting at <http://www.hernandocitrusmpo.us>.

Chair Sokolowski adjourned the meeting at 12:36 p.m.

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) REVIEW AND APPROVAL OF THE APRIL 23, 2026, REGULAR MEETING MINUTES

Bicycle/Pedestrian Advisory Committee (BPAC) review and approval of the April 23, 2026, regular joint public meeting of the Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC) meeting minutes.

Staff Recommendation: It is recommended the BPAC review and approve the Minutes of the April 23, 2026, regular joint public meeting.

Attachment: 4-23-26 Joint Mtg CAC_BPAC Minutes



**Regular Joint Meeting of the
CITIZENS ADVISORY COMMITTEE (CAC) and
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)
OF THE HERNANDO/CITRUS METROPOLITAN PLANNING
ORGANIZATION (MPO)**

Thursday, April 23, 2026

MINUTES

The Citizens Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC) held a joint public meeting on Thursday, February 26, 2026, at 10:30 a.m., at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting was publicly noticed on the Hernando County, Citrus County, and Hernando-Citrus MPO websites.

BPAC MEMBERS PRESENT

Sherry Bechtel, City of Inverness
Jim McLean, Citrus County Citizen-at-Large
Dennis Reiland, Citrus County Citizen-at-Large

BPAC MEMBERS ABSENT

Bailey Grzyb, Hernando County Parks and Recreation
Terri Moore, Citrus County Parks and Recreation, Alternate
Deputy Fischer, Non-Voting Citrus County Sheriff's Office

CAC MEMBERS PRESENT

Shannon Sokolowski, Ph.D., Chair, Low Income and/or Minority Representative-Hernando County
Ana Arias-Cáseres, Vice Chair, Low Income and/or Minority Representative-Citrus County
Jim Reynold, Citrus County – Unincorporated
Ron Lawson, City of Brooksville

CAC MEMBERS ABSENT

Stephen Hohman, Hernando County – Unincorporated
Karen Esty, City of Inverness
Scarlett Sharpe, Hernando County – Unincorporated

OTHERS PRESENT

Bob Esposito, MPO Executive Director
Mary Elwin, MPO Coordinator
Joy Turner, MPO Executive Assistant
Holly Kowalczyk, Florida Department of Transportation, District 7
Loren Hughes, Florida's Turnpike Enterprise
Rob Cursey, AICP, Transit and Transportation Group Manager, Benesch & Associates
Rich Wilson, AICP, Project Manager, Benesch & Associates
William Roll, AICP, Project Manager, Kimley-Horn & Associates

MEETING CALLED TO ORDER

- The Pledge of Allegiance and the introductions of the Committee members and staff followed the Moment of Silence.
- A quorum was declared for the CAC and BPAC, and Ms. Turner noted for the record that the public notice for the meeting was posted in accordance with the adopted policies.

APPROVAL/MODIFICATION OF AGENDA

CAC Motion: A motion was made by Mr. Lawson to approve the agenda. The motion was seconded by Mr. Reynold, and the motion passed 4-0.

BPAC Motion: A motion was made by Mr. Reiland to approve the agenda. The motion was seconded by Mr. McLean, and the motion passed 3-0.

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) ANNUAL ELECTION OF THE CHAIR AND VICE CHAIR FOR 2026

BPAC Motion: A motion was made by Ms. Bechtel to approve Bailey Grzyb as BPAC Chair for 2026. The motion was seconded by Mr. McLean, and the motion passed 3-0.

BPAC Motion: A motion was made by Mr. Reiland to approve Jim McLean as BPAC Vice Chair for 2026. The motion was seconded by Ms. Bechtel, and the motion passed 3-0.

BPAC Vice Chair for 2026, Jim McLean, administrated the balance of the meeting.

REVIEW AND APPROVAL OF PREVIOUS JOINT MEETING MINUTES

1. Bicycle/Pedestrian Advisory Committee (BPAC) Review and Approval of the October 23, 2025, Meeting Minutes

The Citizens Advisory Committee (CAC) approved the October 23, 2025, meeting minutes at the joint meeting held on February 26, 2026. The Bicycle/Pedestrian Advisory Committee (BPAC) did not have a quorum at that joint meeting and therefore approved their minutes at today's meeting.

BPAC Motion: A motion was made by Mr. Reiland to approve the October 23, 2025, Minutes. The motion was seconded by Ms. Bechtel, and the motion passed 3-0.

2. Review and Approval of the February 26, 2026, Meeting Minutes

CAC Motion: A motion was made by Mr. Lawson to approve the February 26, 2026, Minutes. The motion was seconded by Dr. Sokolowski, and the motion passed 4-0.

BPAC Motion: A motion was made by Mr. Reiland to approve the February 26, 2026, Minutes. The motion was seconded by Ms. Bechtel, and the motion passed 3-0.

PRESENTATION BY THE GENERAL PLANNING CONSULTANT, BENESCH & ASSOCIATES, ON THE STATUS OF THE CONGESTION MANAGEMENT PROCESS (CMP)

Rob Cursey, Vice President, with Benesch & Associates, and Rich Wilson, AICP, Project Manager at Benesch & Associates, provided an update on the Congestion Management Process (CMP) in progress. Mr. Wilson outlined the congestion screening methodology and provided mitigation strategies and recommendations for the top nine congestion 'Hot Spots.' He noted that Wiscon Road at SR 50/Cortez Boulevard in Hernando County and Dunnellon Road at US 19/US 98 in Citrus County have replaced two previously identified congestion hot spots, as upgrades in those earlier locations were recently completed and may positively affect congestion concerns (H-1 County Line Road from Holden Drive to Mariner Boulevard in Hernando County and C-5 Lecanto Highway from Novell Bryant Highway to Fennessy Lane in Citrus County). Mr. Cursey pointed out that for Hernando County Project ID #H-3 (Mariner Boulevard) from Northcliffe Boulevard to Linden Drive in Hernando County was a high crash area, and that H-8 (Wiscon Road) at SR 50/Cortez Boulevard and California Street may warrant a future traffic study. Additionally, he noted that in Citrus County, Project ID #C-8 (Dunnellon Road from US 19 to Chabaud Terrace) may need an evaluation for access management.

Mr. Cursey reviewed demand management and roadway capacity strategies but noted that traffic Operations Strategies are a focal point for mitigating congestion. He reviewed School Congestion Strategies to alleviate peak hour bottlenecks.

Mr. Rich Wilson with Benesch & Associates, reviewed the individual projects and potential strategies to mitigate congestion in the 'hot spot' areas.

Vice Chair McLean opened the floor for public comment on the presentation. Hernando County resident, John Scharch, addressed the committees to share his concerns about the Florida Department of Transportation's (FDOT) feasibility study for the Ayers Road Extension, stating that he did believe Ayers/Hayman Roads and Spring Lake Highway/Lake Lola Road would not serve as suitable corridors between US 41 and I-75.

The final draft CMP will be presented to the Committees (CAC & BPAC) during the regular joint public meeting on May 28, 2026, and subsequently brought to the MPO Board for approval on June 4, 2026.

ACTION ITEMS

1. Review and Recommendation of the Traffic Counts and Level of Service Analysis for Citrus County, as prepared by the General Planning Consultant, Kimley-Horn

William Roll, MPO General Planning Consultant with Kimley-Horn & Associates, provided an overview of Context Classification and the metrics used to determine Level of Service. He provided a Powerpoint Presentation reflecting both Hernando and Citrus counties. He also presented preliminary maps depicting the Context Classification designations and current Level of Service for roadways in Hernando and Citrus Counties and requested committee feedback.

Discussion ensued regarding the draft maps contained in the presentation. Needed clarification would occur after Mr. Roll met with representatives in each County in order to finalize the maps. The final Level of Service documentation and traffic counts will be presented to the Committees (CAC & BPAC) during the regular joint public meeting on May 28, 2026, and subsequently brought to the MPO Board for approval on June 4, 2026.

CAC Motion: A motion was made by Mr. Lawson to accept the preliminary findings of the Level of Service for Citrus County, pending updates suggested by the committees and final completion of the Level of Service by the General Planning Consultant. The motion was seconded by Ms. Arias-Cáseres and the motion passed 4-0.

BPAC Motion: A motion was made by Ms. Bechtel to accept the preliminary findings of the Level of Service for Citrus County, pending updates suggested by the committees and final completion of the Level of Service by the General Planning Consultant. The motion was seconded by Mr. Reiland and the motion passed 3-0.

2. Review and Recommendation of the Traffic Counts and Level of Service Analysis for Hernando County, as prepared by the General Planning Consultant, Kimley-Horn

CAC Motion: A motion was made by Mr. Reynold to accept the preliminary findings of the Level of Service for Hernando County, pending updates suggested by the committees and final completion of the Level of Service by the General Planning Consultant. The motion was seconded by Mr. Lawson and the motion passed 4-0.

BPAC Motion: A motion was made by Mr. Reiland to accept the preliminary findings of the Level of Service for Hernando County, pending updates suggested by the committees and final completion of the Level of Service by the General Planning Consultant. The motion was seconded by Ms. Bechtel and the motion passed 3-0.

3. Review and Recommendation on the FY2027-FY2028 Adoption of the Unified Planning Work Program (UPWP)

Ms. Elwin presented the agenda item and staff recommendation. She specifically noted that the 30-day public review period began on April 3, 2026, and the MPO had not received any public comment

leading up to this meeting. She noted that the Hernando County Transit System (TheBus) has requested the use of Section 5307 funding in the amount of \$375,000 specific for the use of Metropolitan Planning Funds to apply for Special Projects under Task 5 as follows:

- 1) Professional planning, engineering, and design services to support the continued expansion and enhancement of public transportation within Hernando County, including route development, transit infrastructure improvements, bus stop and shelter design, accessibility upgrades, and long-range transit service planning. \$200,000
- 2) Professional planning services to support the continued expansion and enhancement of public transportation within Hernando County, including route development, transit infrastructure improvements, accessibility upgrades, and long-range transit service planning. \$175,000

The Citrus County Transit system did not request the use of Section 5307 Metropolitan Planning Funds in their Section 5307 applications.

Comments received from the FDOT, Federal Highway Administration and the Federal Transit Administration have been addressed and reflected in the draft document.

CAC Motion: A motion was made by Dr. Sokolowski to recommend the MPO Board review and approve the FY2027-FY2028 adoption of the Unified Planning Work Program (UPWP) with the inclusion of the \$375,000 for use of Section 5307 Planning Funds by the Hernando County Transit system (TheBus) in Task 5, Special Projects, and subject to any required revisions based upon comments received from the Florida Department of Transportation, Federal Highway Administration, and the Federal Transit Administration. The motion was seconded by Ms. Arias-Cáseres and the motion passed 4-0.

BPAC Motion: A motion was made by Mr. Reiland to recommend the MPO Board approve the FY2027-FY2028 Adoption of the Unified Planning Work Program (UPWP) with the inclusion of the \$375,000 for use of Section 5307 Planning Funds by the Hernando County Transit system (TheBus) in Task 5, Special Projects, and subject to any required revisions based upon comments received from the Florida Department of Transportation, Federal Highway Administration, and the Federal Transit Administration. The motion was seconded by Ms. Bechtel and the motion passed 3-0.

4. Review and Recommendation on the Draft List of Priority Projects (LOPP)

Mr. Esposito presented the agenda item and staff recommendation and noted that the MPO's is proposing the following approach to the draft annual List of Priority Projects (LOPP):

- Maintain the current list without expanding it, while identifying cost-feasible, smaller-scale improvements that can be advanced (e.g., turn signals, adding turn lanes, intersection improvements), especially where roads connect with or cross State and US roadways.
- Move some larger, locally focused projects to a secondary list to position them for potential advancement if local and state funding becomes available.
- Reduce the number of projects on the Transportation Alternative (TA) list by removing items that will unlikely be able to receive TA funding noting that the Hernando-Citrus MPO annual approximation of TA funds from the FDOT is only \$500,000, cumulative for both counties.

Mr. Esposito noted that the Withlacoochee State Trail improvements in Citrus County consumed nearly 5 years of allocations and had some funding available and contributed by FDOT to finish the project.

Mr. Esposito emphasized that counties and municipalities should be receiving notifications from the Florida Department of Transportation (FDOT) when projects enter the design phase, which is the appropriate time for local jurisdictions to provide input on additional needs or enhancements to projects in workflow. He reviewed the new format and consideration factors added to the LOPP, including the new "Project Ready to Receive Funding" column in the TA LOPP.

Mr. Esposito also acknowledged written comments on the Congestion Management and Transportation Alternatives LOPP submitted by Jim McLean, a member of the Hernando-Citrus Bicycle/Pedestrian Advisory Committee representing Citrus County.

Discussion followed regarding the LOPP, and Ms. Elwin noted the updates requested by the Technical Advisory Committee (TAC) during its meeting earlier that morning:

- Members concurred to moving Cardinal off the active LOPP and putting it onto the Anticipated Projects listing that is not included in the adopted LOPP document.
- The Hernando County bus system (TheBus) has a new route on Sunshine Grove Road providing for 'yes' on the transit proximity consideration factor column on that TA project.
- Project #13 (an intersection improvement located on SR 44 at S. Otis Avenue) and Project #14 (an intersection improvement at US 41 at CR 491) be added to the Major Improvements and Congestion Management List for Citrus County.
- TAC members concurred of funding the design only at this time for the North Independence Highway Sidewalk and changing its priority from #1 to #2 and recommending project #1 be the California Street Project instead of priority #4, that Sunshine Grove Road be listed as priority #3 and Three Sisters Springs be moved from #3 to priority #4.

Ms. Elwin noted for the record that the amount of allocation of TA funding for the counties is based upon population. FDOT may also supplement funding based upon available remaining funds if possible.

A motion to approve the Draft 2026 LOPP will occur during the May 28, 2026, joint meeting of the CAC and BPAC.

CITIZENS COMMENTS

There were no further citizen comments.

COMMITTEE MEMBER COMMENTS

Citizens Advisory Committee (CAC)

- Vice Chair McLean reported that he and CAC member Mr. Lawson had inspected the rehabilitation work performed on the Good Neighbor Trail by Duke Energy between Jasmine Drive and Mondon Hill Road, and he noted that the work was nicely completed.

Bicycle/Pedestrian Advisory Committee (BPAC)

- There were no further committee member comments.

MPO STAFF UPDATES

Mr. Esposito shared the following updates:

- The draft Letter of Understanding (LOU) provided by FDOT for County Line Road has been reviewed by Pasco County and is currently being reviewed by Hernando County.
- Mr. Esposito will be attending the Metropolitan Planning Organization Advisory Council (MPOAC) meeting on Thursday, April 30, in Orlando.
- MPO staff will participate in the Florida Metropolitan Planning Partnership (FMPP) meeting on Wednesday, April 29, in Orlando.

- The Centralia Road Interchange Study being conducted by the Florida Turnpike Enterprise is still in progress and is expected to be completed by the end of April. The results will be shared as soon as they become available.
- An audible pedestrian signal (APS) has been warranted at SR 50/Cortez Boulevard and US 41/Broad Street. FDOT will coordinate with Hernando County regarding concurrence and implementation, as Hernando County is the maintaining agency. Currently, there are no APS installations in Hernando County, so this would be the first; both countywide and within the City of Brooksville.
- Mr. Esposito reminded committee members not to discuss committee business with other members by email or to copy members on such communications outside of a public meeting, as doing so would violate the Florida Sunshine Law.

ADJOURNMENT AND NEXT MEETING

The next regular joint meeting of the Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC) is tentatively scheduled for Thursday, May 28, 2026, beginning at 10:30 a.m., in the Hernando County Building Division Training Facility, 1661 Blaise Drive, Brooksville, Florida.

Vice Chair McLean and Mr. Reiland announced that they would be unable to attend the May 28 meeting.

Vice Chair McLean adjourned the meeting at 1:06 p.m.

REVIEW AND RECOMMENDATION OF REVISION 1 TO THE FY 2027-FY 2028 UNIFIED PLANNING WORK PROGRAM (UPWP) TO AMEND TASK 7 (SUNCOAST TRANSPORTATION PLANNING ALLIANCE SUPPORT AND SHARED TASK)

The Florida Department of Transportation (FDOT) District 7 Office has requested an amendment to the Hernando-Citrus MPO's FY2027–FY2028 Unified Planning Work Program (UPWP) to update Task 7. The current listing of activities is indicative of the larger urbanized areas of St. Petersburg, Tampa, and Pasco. Therefore, the activities are being removed.

Since Revision 1 (Amendment) is being processed, the MPO Staff has updated the following:

- Contract numbers for PL and TD for funding that was received after the adoption, the normal process.
- Updates to the Hernando County membership on the MPO Board by removing Brian Hawkins due to running for public office and changing Ryan Amsler to a regular member vs an alternate member per the action of the Hernando County Board of County Commissioners.
- Although not required as an amendment to the UPWP per the Federal Highway Administration (FHWA), Appendix J (FDOT/METROPOLITAN PLANNING ORGANIZATION CHANGES TO FUNDING NUMBER IDENTIFICATION) has been created to include the July 16, 2026, correspondence from the FHWA, which outlines the required changes to the 20.205 Federal Assistance Program. These changes update the Federal Award Identification Numbers (FAIN), assigns Assisted Listing Numbers (ALN), and an ALN title associated with the current FDOT–MPO agreement. The FHWA has directed that these changes are effective immediately and requested that the letter be attached to the UPWP. No other related changes concerning these identification numbers are to be made to the UPWP or associated documents at this time.

Staff Recommendation: It is recommended the CAC and BPAC, separately by committee, review and recommend the MPO Board approve Revision 1 (Amendment) to the FY 2027-FY 2028 Unified Planning Work Program (UPWP).

Attachment: Draft FY2027-FY2028 Unified Planning Work Program (UPWP) shown in redline/strikethrough text.



HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM (UPWP)

STATE FISCAL YEARS 2026/2027 – 2027/2028

Effective: July 1, 2026 - June 30, 2028

Adopted May 7, 2026

Revision 1 (Amendment): September 3, 2026

The UPWP was prepared by:
Hernando/Citrus Metropolitan Planning Organization
789 Providence Boulevard
Brooksville, Florida 34601
Telephone: 352-754-4082
Email: MPO@hernandocounty.us
Website: www.hernandocitrusmpo.us

Catalogue of Federal Domestic Assistance (CFDA) Numbers:
20.205 Highway Planning Construction Grant Federal Highway Administration
20.505 Federal Transit Technical Studies Grant (Metropolitan Planning)
FHWA Federal Aid Number: 0412-064-M, Contract #G3R55
Financial Project Number (FPN): 439335-6-14-01
Catalogue of State Financial Assistance (CSFA) Number: 55.001
FTA Federal Award Identification Numbers (FAIN): FL-2024-045, FL-2854-2025-2

Funded Jointly By:
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Florida Department of Transportation (FDOT)
Hernando County Board of County Commissioners
Citrus County Board of County Commissioners

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, and U.S. Department of Transportation under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program] Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views of the U.S. Department of Transportation

UPWP FY2026/2027-FY2027/2028 – Revision History

Date	Revision #	Change Type	Explanation of the change
<u>9-3-26</u>	<u>1</u>	<u>Amendment</u>	<u>Amended Task 7 by removing activities and consistency with District 7 per FDOT. Updated contract numbers received post adoption for PL & TD and updated MPO Board membership. Added Appendix J to include July 16, 2026, correspondence from Federal Highway (FHWA) which outlines the changes to 20.205 Federal Assistance Program to update FAIN, ALN, and ALN title associated with the current FDOT MPO agreement effective immediately. Amended pages: Cover, Revision History, Table of Contents, 9-10, 15, 17, 22, 24, 27, 29, 30-34, Appendices A, B and J.</u>

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Hernando County, Florida

Commissioner John Allocco, Chair

~~Commissioner Brian Hawkins~~

Commissioner Steve Champion

Commissioner Jerry Campbell

Commissioner Ryan Amsler, ~~Alternate~~

Citrus County, Florida

Commissioner Rebecca Bays, Vice Chair

Commissioner Diana Finegan

Commissioner Jeff Kinnard, Alternate

City of Brooksville in Hernando County, Florida

Council Member Louis Hallal

Council Member Betty Erhard, Alternate

Mayor Christa Tanner, Alternate

Vice Mayor Thomas Bronson, Alternate

Council Member John "JW" McKethan, Alternate

City of Crystal River in Citrus County, Florida

Mayor Joe Meek

Council Member Robert Holmes, Alternate

Council Member Chris Ensing, Alternate

City of Inverness in Citrus County, Florida

Council Member Gene Davis

Council Member Tom Craig, Alternate

Hernando/Citrus MPO Executive Director

Robert M. Esposito

Hernando/Citrus MPO – MPO Coordinator

Mary Elwin

Florida Department of Transportation, Nonvoting Advisor

Justin Hall, District Secretary

Holly Kowalczyk

Elisa Joyner

Suzanne Ziegler

Brian Hunter

The MPO staff consists of an Executive Director, MPO Coordinator, and an Executive Assistant. General planning consultants serve as an extension of staff by contract.

MPO Agreements

The Hernando/Citrus MPO maintains the following agreements:

- FDOT/MPO Agreement
~~The FDOT/MPO Agreement is the standard contract between FDOT and the MPO to undertake FHWA planning studies and activities listed in the UPWP (Executed XX-2026).~~
- Interlocal Agreement for Creation of the MPO; No Expiration-Review Every 5 Years
Agreement between Hernando County, Citrus County, City of Brooksville, City of Crystal River, City of Inverness, and the Florida Department of Transportation to create the MPO (Approved 6/18/2014).
- Intergovernmental Coordination and Review, and Public Transportation Coordination Agreement (ICAR); No Expiration, Period Reviews
An intergovernmental agreement with the Florida Department of Transportation, the Hernando/Citrus MPO, the Tampa Bay Area Regional Planning Council, the Hernando County Board of County Commissioners, and the Citrus County Board of County Commissioners (Approved 2/10/25).
- Interlocal Agreement for Local Agency Planning; Expires February 24, 2030
Interlocal Agreement between Hernando County, City of Brooksville, and the MPO regarding Local Agency Program (LAP) funding program application authority and administration. Hernando County is the LAP Administrator (Approved 2/25/25).
- Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central Florida; No Expiration Date
Agreement created by the West Central Florida Metropolitan Planning Organizations Chairs Coordinating Committee, now known as Sun Coast Transportation Planning Alliance (SCTPA); (Approved 2/13/20).
- Administrative Services Agreement with Hernando County, Florida - No Expiration
An interlocal agreement between the MPO and the Hernando County Board of County Commissioners (BOCC) for the provision of professional, technical, administrative, fiscal management and clerical support services, and supplies, equipment, and office space (Approved 7/22/14).
- Agreement Between Citrus County, Hernando County, and the Hernando/Citrus Metropolitan Planning Organization - No Expiration
An interlocal funding agreement to provide the MPO with funds to help manage the continuous, cooperative, and comprehensive metropolitan planning process (Approved 8/19/2021).
- Planning Activities for Administering the Transportation Disadvantaged Local Coordinating Program for Citrus County (G3R91) and Hernando County (G3S07) for Fiscal Year 202725/26 (Contract Expires 6/30/2726)
- Planning Activities Contract for Administering the Transportation Disadvantaged Local Coordinating Program for Citrus County (GC28XX) and Hernando County (GH28XX) for Fiscal Year 20285/26 (Contract Expires 6/30/20286)
- Consolidated Planning Grant FY 2027-FY 2028 (Contract #G3R55XXXXX); Expires June 30, 2028

TABLE 4: TASK 1 FUNDING SOURCES

Task 1: 2055 Long Range Transportation Plan		
Year 1: 2026/2027		
Funding Source	FHWA	FY 2026/2027 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	
Personnel (salary and benefits)	\$4,313	\$4,313
Consultant	\$45,644	\$45,644
Total	\$49,957	\$49,957
Year 2: 2027/2028		
Category	FHWA	FY 2027/2028 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	
Personnel (salary and benefits)	\$4,245	\$4,245
Consultant	\$120,644	\$120,644
Total	\$124,889	\$124,889

TABLE 5: TASK 1 SUMMARY BUDGET

Fund Use	FY 2026/2027 and FY 2027/2028 Total
Personnel (salary and benefits)	\$8,558
Consultant	\$166,288
Travel	-
Direct Expenses	-
Supplies	-
Equipment	-
Total	\$174,846

Note: No funding was de-obligated from UPWP FY 2024/2025-FY 2025/2026.

These PL funds satisfy the requirements for the 2.5% PL set aside. [Section 11206 (b)]. The total amount of PL set aside funds used by the MPO for FY 2026/2027 is \$20,644 of \$825,748 and for FY 2027/2028 is \$20,644 of \$825,748. Updates to Hernando/Citrus MPO's bicycle/pedestrian master plan, Congestion Management Strategies, and corridor studies achieve the PL set aside requirements as described in Section 11206 Increasing Safe and Accessible Transportation Options of the IJJA. [Section 11206]

Task 2 Activities	End Product	Completion Date
Florida Department of Transportation (FDOT). Consultant services will be utilized.	Architecture (RITSA) Data Updated	
Manage TIP project priorities with FDOT District 7 and the Sun Coast Transportation Planning Alliance (SCTPA) coordination process.	Regional TIP Priority Project Consistency	June 2028
Amendments to TIPs as needed. Consultant services will be utilized.	Amended TIPs	June 2028
Annually Update the LOPP using the Efficient Transportation Decision Making (ETDM) principles.	Updated Annual LOPP	June 2028
Annually update data pertaining to performance measures including safety. Consultants will be utilized.	Adopted Performance Measures	June 2028

TABLE 7: TASK 2 FUNDING SOURCES

Task 2: Transportation Improvement Plan		
Year 1: 2026/2027		
Funding Source	FHWA	FY 2026/2027 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	
Personnel (salary and benefits)	\$13,254	\$13,254
Consultant	\$70,000	\$70,000
Total	\$83,254	\$83,254
Year 2: 2027/2028		
Category	FHWA	FY 2027/2028 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	
Personnel (salary and benefits)	\$13,045	\$13,045
Consultant	\$60,000	\$60,000
Total	\$73,045	\$73,045

TABLE 10: TASK 3 FUNDING SOURCES

Task 3: Administration				
Year 1: 2026/2027				
Funding Source	FHWA	State	State	FY 2026/2027 Total
Contract Number	<u>G3R55</u>	<u>G3R91GC27XX</u>	<u>G3S07GH27XX</u>	
Source Level	PL	TD Citrus	TD Hernando	
Personnel (salary and benefits)	\$430,786	\$6,955	\$7,900	\$445,641
Consultant	\$25,000	-	-	\$25,000
Travel	\$4,376	\$400	\$400	\$5,176
Direct Expenses	\$42,559	\$835	\$835	\$44,229
Supplies	\$1,750	-	-	\$1,750
Equipment	\$14,000	-	-	\$14,000
Total	\$518,471	\$8,190	\$9,135	\$535,796
Year 2: 2027/2028				
Category	FHWA	State	State	FY 2027/2028 Total
Contract Number	<u>G3R55</u>	<u>GC28XX</u>	<u>GH28XX</u>	
Source Level	PL	TD Citrus	TD Hernando	
Personnel (salary and benefits)	\$423,989	\$6,955	\$7,900	\$438,844
Consultant	\$25,000	-	-	\$25,000
Travel	\$3,594	\$400	\$400	\$4,394
Direct Expenses	\$43,616	\$835	\$835	\$45,286
Supplies	\$1,796	-	-	\$1,796
Total	\$497,995	\$8,190	\$9,135	\$515,320

TABLE 11: TASK 3 SUMMARY BUDGET

Fund Use	FY 2026/2027 and FY 2027/2028 Total
Personnel (salary and benefits)	\$884,485
Consultant	\$50,000
Travel	\$9,570
Direct Expenses	\$89,515
Supplies	\$3,546
Equipment	\$14,000
Total	\$1,051,116

Note: No funding was de-obligated from UPWP FY 2025 - FY 2026.

Note: Per 2 CFR 200.439, capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the FHWA or FDOT.

TABLE 13: TASK 4 FUNDING SOURCES

Task 4: Data Management and Development		
Year 1: 2026/2027		
Funding Source	FHWA	FY 2026/2027 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	
Personnel (salary and benefits)	\$1,062	\$1,062
Total	\$1,062	\$1,062
Year 2: 2027/2028		
Category	FHWA	FY 2027/2028 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	
Personnel (salary and benefits)	\$1,045	\$1,045
Consultant	\$50,000	\$50,000
Total	\$51,045	\$51,045

TABLE 14: TASK 4 SUMMARY BUDGET

Fund Use	FY 2026/2027 and FY 2027/2028 Total
Personnel (salary and benefits)	\$2,107
Consultant	\$50,000
Travel	-
Direct Expenses	-
Supplies	-
Equipment	-
Total	\$52,107

Note: No funding was de-obligated from UPWP FY 2025 - FY 2026.

TABLE 16: TASK 5 FUNDING SOURCES

Task 5: Special Projects and Studies					
Year 1: 2026/2027					
Funding Source	FHWA	FTA	State	State	FY 2026/2027 Total
Contract Number	<u>G3R55</u>		<u>G3R91GC27XX</u>	<u>G3S07GH27XX</u>	
Source Level	PL	Federal	TD Citrus	TD Hernando	
Personnel (salary and benefits)	\$4,937	-	\$18, <u>792257</u>	\$18, <u>877305</u>	\$ <u>42,60641,499</u>
Consultant	\$144,104	\$375,000	-	-	\$519,104
Total	\$149,041	\$375,000	\$18,<u>792257</u>	\$18,<u>877305</u>	\$<u>561,710560,603</u>
Year 2: 2027/2028					
Category	FHWA	FTA	State	State	FY 2027/2028 Total
Contract Number	<u>G3R55</u>		GC28XX	GH28XX	
Source Level	PL	Federal	TD Citrus	TD Hernando	
Personnel (salary and benefits)	\$4,859	-	\$18,257	\$18,305	\$41,421
Consultant	\$50,252	-	-	-	\$50,252
Total	\$55,111	-	\$18,257	\$18,305	\$91,673

TABLE 17: TASK 5 SUMMARY BUDGET

Fund Use	FY 2026/2027 and FY 2027/2028 Total
Personnel (salary and benefits)	\$ <u>84,02782,920</u>
Consultant	\$569,356
Travel	-
Direct Expenses	-
Supplies	-
Equipment	-
Total	\$<u>653,383652,276</u>

Note: No funding was de-obligated from UPWP FY 2025 - FY 2026.

Task 6 Activities	End Product	Completion Date
Participate with the Florida Model Task Force on consistent travel demand analysis methods and technical advances statewide.	Consistency in Statewide/Regional Programs, Data & Documents	June 2028
Maintain regional multi-use trail mapping and priorities including Coast to Coast, and Shared-Use Non-motorized (SUN) Trail Program.	Consistency in Regional Programs, Priorities & Documents	June 2028
Participation in the regional Transportation Systems Management and Operations (TSM&O) work group.	Consistency in Regional Programs, Priorities & Documents	June 2028

TABLE 19: TASK 6 FUNDING SOURCES

Task 6: Regional Coordination		
Year 1: 2026/2027		
Funding Source	FHWA	FY 2026/2027 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	
Personnel (salary and benefits)	\$18,963	\$18,963
Total	\$18,963	\$18,963
Year 2: 2027/2028		
Category	FHWA	FY 2027/2028 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	
Personnel (salary and benefits)	\$18,663	\$18,663
Total	\$18,663	\$18,663

TABLE 20: TASK 6 SUMMARY BUDGET

Fund Use	FY 2026/2027 and FY 2027/2028 Total
Personnel (salary and benefits)	\$37,626
Consultant	-
Travel	-
Direct Expenses	-
Supplies	-
Equipment	-
Total	\$37,626

Note: No funding was de-obligated from UPWP FY 2025 - FY 2026.

Task 7: SCTPA Support and Shared Task - Includes Shared or Transferred Funds and Agreements/Memoranda of Understanding

Purpose - Multi-county collaborative transportation planning requiring interlocal agreements and transfer of funds to further regional and statewide planning activities. ~~Maintain and enhance ongoing multi-county collaborative transportation planning while also working together and participating in regional and statewide planning activities.~~

Previous Work – ~~In FYs 2025 and 2026, the MPO participated in updates of major regional priority projects, project priorities for TRIP funding, the development of a Regional Long Range Transportation Plan, the development of a Regional Benefit Cost Analysis Tool and provided regional support to the SCTPA and its committees.~~

Ongoing Activities

Develop Regional UPWP Task

Participate in Sun Coast Transportation Planning Alliance (SCTPA)

TABLE 21: TASK 7 ACTIVITIES

Task 7 Activities	End Product	Completion Date
<u>Produce regionally-coordinated planning studies in support of the Regional Long Range Transportation Plan.</u>	<u>Regional Transportation Planning Studies</u>	<u>Ongoing through FY 28</u>
<u>Produce and create content materials, presentations, website, and graphics for the SCTPA.</u>	<u>Social Media content production, website maintenance and creation.</u>	<u>Ongoing through FY 28</u>
Participate in the Florida Metropolitan Planning Organization Advisory Council (MPOAC) activities and meetings to share best practices, conduct statewide research tasks and stay abreast of statewide policy changes.	MPOAC Meetings	Ongoing through FY 28
Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area	Comments to the FTC	Ongoing through FY 28
Provide support for the Sun Coast Transportation Planning Alliance (SCTPA) and the Transportation Management Area (TMA) Leadership Group; review and refine the Transportation Regional Incentive Program (TRIP) priorities, regional multiuse trail priorities, and major regional priorities while working together to ensure coordination of plans and priorities throughout the region. Consultant Services may be utilized.	Regional TRIP Priorities	Annually in FY 27 and FY 28
	Regional Multiuse Trail Priorities	Annually in FY 27 and FY 28
	Major Regional Projects Priorities	Annually in FY 27 and FY 28
	Interlocal Agreement for Regional Planning & Coordination in West Central Florida	Ongoing through FY 28

Task 7 Activities	End Product	Completion Date
	SCTPA operating procedures	Ongoing through FY 28
	SCTPA conflict resolution process	Ongoing through FY 28
	Quarterly meetings of the TMA and biannual meetings of the SCTPA, including public notice, virtual and in-person access, minutes and video archive.	Ongoing through FY 28
Enhance the quality, usability and value of data by continuing to coordinate regional performance measures and related data gathering among Metropolitan Planning Organizations (MPOs) and with the Florida Department of Transportation (FDOT), supporting and enhancing the FDOT Suncoast Mobility Data Hub project. Consultant Services may be utilized.	Regional data sharing portal	Ongoing through FY 28
Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO Transportation Improvement Programs (TIPs) to ensure progress toward implementation of the Regional Long Range Transportation Plan (LRTP). Consultant Services may be utilized.	Coordinated regional transportation projects	FY 27 and FY 28
Coordinate with the MPOs of the SCTPA region to implement the 2050 regional LRTP, highlighting the major planned transportation projects for the region. Consultant Services may be utilized.	Regional LRTP	Ongoing through FY 28
Coordinate with the MPOs of the SCTPA region to maintain and keep up to date a regional cloud-based document repository. Consultant Services may be utilized.	Regional Cloud-Based Document Repository Site	Ongoing through FY 28
Provide input on and coordination with regional and statewide partners on planning efforts, including the Florida Strategic Intermodal System (SIS), the Florida Transportation Plan, the Regional Transit Development Plan, tourism and freight planning activities.	Consistency in regional, statewide and local plans	Ongoing through FY 28
Participate in the Scenic Highway Corridor Management entities for the Courtney Campbell Causeway and Suncoast Parkway.	Meetings of the Scenic Highway Corridor Management entities	Ongoing through FY 28
Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s) or other federal regulations and support the air quality planning process and monitoring of mobile	Interagency Coordination Agreement for air quality planning	Ongoing through FY 28

Task 7 Activities	End Product	Completion Date
source emissions. Consultant Services may be utilized.		
Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee and tri-county meetings. Consultant Services may be utilized.	Tri-county and eight-county bicycle and pedestrian planning	Ongoing through FY 28
	Maintenance of MUT Map	Ongoing through FY 28
Participate in regional and statewide modeling efforts including the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and the Florida Transportation and Forecasting Forum.	Regional and statewide modeling	Ongoing through FY 28
Maintain the SCTPA website and social media pages, including the development of graphics and content, along with the coordination of message dissemination through social and media platforms. Improve transparency in the regional decision-making process with access to adopted priority lists, planning documents and public meeting materials. Consultant Services may be utilized.	SCTPA Website and Social Media Accounts	Ongoing through FY 28
Update and reprint publications as needed, such as the Regional Multi-Use Trails brochure, Tri-County Ride Guide, or Regional Plan Executive Summary. The cost of printing a document may be shared among MPOs to achieve economies of scale, and funds may be transferred between MPOs for this purpose. Consultant Services may be utilized.	Printed/digital (online) Publications	Ongoing through FY 28
Provide a forum to ensure products, processes and activities are consistent with and among coordinating MPOs, and corresponding support for these efforts. Consultant Services may be utilized.	Consistent planning products and processes	Ongoing through FY28
Develop and support regional Unified Planning Work Program (UPWP) tasks.	Regional UPWP task(s)	Ongoing through FY 28
Provide financial support to Forward Pinellas for specific regional planning tasks to be conducted pursuant to the SCTPA Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/Transportation Planning Organizations (TPOs) will be allocating \$5,000 annually in their budget tables. A different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP. Consultant Services may be utilized.	SCTPA regional planning task	FY 27 and FY 28
Participate in and support regional transportation systems management and operations planning. Consultant Services may be utilized.	Regional TSMO planning projects	Ongoing through FY 28

Task 7 Activities	End Product	Completion Date
Participate in the Prioritization Process Pilot Program grant activities to consider the streamlining of prioritization processes across the MPOs in the region (for TMA MPOs only). Consultant Services may be utilized.	Regionally consistent project prioritization process.	Ongoing through FY 28
Evaluate TIP processes for additional coordination opportunities (for TMA MPOs only). Consultant Services may be utilized.	Regionally consistent TIP process.	Ongoing through FY 29
Utilize the Regional Benefit-Cost Analysis (BCA) tool to assist in the prioritization of transportation projects. Consultant Services may be utilized.	Regionally consistent use of the BCA tool.	Ongoing through FY 30
Attendance, registration, organizational membership and travel costs related to professional development, seminars, meetings, workshops and conferences.	Staff development and coordination activities	Ongoing through FY 28
Develop Regional UPWP Task. Consultant Services will be utilized.	Development of the Regional UPWP Task	Ongoing through FY 28
Participate in SCTPA. Consultant Services will be utilized.	Participation in SCTPA meetings	Ongoing through FY 28
Produce regionally-coordinated planning studies in support of the Regional Long Range Transportation Plan. Consultant Services will be utilized.	Regional Transportation Planning Studies	Ongoing through FY 28
Produce and create content materials, presentations, websites, and graphics for the SCTPA in support of the Regional LRTP. Consultant Services will be utilized.	Social Media content production, website maintenance and creation	Ongoing through FY 28

Responsible Agency(s) and Completion of Work:

Lead Agency: Forward Pinellas

Responsible agencies: Hernando/Citrus MPO, Hillsborough TPO, Pasco County MPO, Sarasota/Manatee MPO, and Polk County TPO

Stakeholders: Tampa Bay Regional Planning Council (TBRPC), FDOT, and Other Regional/Statewide Partners

Consultants will assist with these tasks. FHWA, FTA, and other funds may be used in support of these tasks (lobbying is an ineligible expense for federal funds). All projects are consistent with federal and state regulations and detailed in invoices submitted to the FDOT for reimbursement.

TABLE 22: TASK 7 FUNDING SOURCES

Task 7: SCTPA Support and Shared Task		
Year 1: 2026/2027		
Funding Source	FHWA	FY 2026/2027 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	

Forward Pinellas for SCTPA and Regional Coordination	\$5,000	\$5,000
Total	\$5,000	\$5,000
Year 2: 2027/2028		
Category	FHWA	FY 2027/2028 Total
Contract Number	<u>G3R55</u>	
Source Level	PL	
Forward Pinellas for SCTPA and Regional Coordination	\$5,000	\$5,000
Total	\$5,000	\$5,000

TABLE 23: TASK 7 SUMMARY BUDGET

Fund Use	FY 2026/2027 and FY 2027/2028 Total
Personnel (salary and benefits)	-
Consultant	\$10,000
Travel	-
Direct Expenses	-
Supplies	-
Equipment	-
Total	\$10,000

TABLE 24: TASK 7 PARTICIPATING AGENCIES

Task 7 Detailed Breakdown		
Year 1: 2026/2027		
Funding Source	Transfer From	FHWA
Source Level		PL
Lead Agency	Forward Pinellas	\$5,000
Other Contributing Agencies:	Hillsborough TPO	\$5,000
	Pasco County MPO	\$5,000
	Polk TPO	\$5,000
	Sarasota/Manatee MPO	\$5,000
	Hernando/Citrus MPO	\$5,000
Total		\$30,000
Year 2: 2027/2028		
Category	Transfer From	FHWA
Source Level		PL
Lead Agency	Forward Pinellas	\$5,000

APPENDIX A - FUNDING SOURCE TABLE

Contract	Funding Source	Source Level	2027	2028	FY 2027 Funding Source			FY 2028 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
G3R91	CTD	State	\$ 26,982	\$ -	\$ -	\$ -	\$ 26,982	\$ -	\$ -	\$ -
		CTD G3R91 TOTAL	\$ 26,982	\$ -	\$ -	\$ -	\$ 26,982	\$ -	\$ -	\$ -
G3S07	CTD	State	\$ 28,012	\$ -	\$ -	\$ -	\$ 28,012	\$ -	\$ -	\$ -
		CTD G3S07 TOTAL	\$ 28,012	\$ -	\$ -	\$ -	\$ 28,012	\$ -	\$ -	\$ -
GC28XX	CTD	State	\$ -	\$ 26,447	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,447
		CTD GC28XX TOTAL	\$ -	\$ 26,447	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,447
GH28XX	CTD	State	\$ -	\$ 27,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,440
		CTD GH28XX TOTAL	\$ -	\$ 27,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,440
G3R55	FHWA	PL	\$ 825,748	\$ 825,748	\$ 182,122	\$ 825,748	\$ -	\$ 182,122	\$ 825,748	\$ -
		FHWA G3R55 TOTAL	\$ 825,748	\$ 825,748	\$ 182,122	\$ 825,748	\$ -	\$ 182,122	\$ 825,748	\$ -
TBD	FTA 5307	Federal	\$ 375,000	\$ -	\$ 93,750.00	\$ 375,000.00	\$ -	\$ -	\$ -	\$ -
		FTA 5307 TBD TOTAL	\$ 375,000	\$ -	\$ 93,750	\$ 375,000	\$ -	\$ -	\$ -	\$ -
TOTAL			\$ 1,255,742	\$ 879,635	\$ 275,872	\$ 1,200,748	\$ 54,994	\$ 182,122	\$ 825,748	\$ 53,887

Soft match is not included in the TOTAL columns for PL & FTA

Contract	Funding Source	Source Level	2027	2028	FY 2027 Funding Source			FY 2028 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
GC27XX	CTD	State	\$ 26,447	\$ -	\$ -	\$ -	\$ 26,447	\$ -	\$ -	\$ -
		CTD GC27XX TOTAL	\$ 26,447	\$ -	\$ -	\$ -	\$ 26,447	\$ -	\$ -	\$ -
GC28XX	CTD	State	\$ -	\$ 26,447	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,447.00
		CTD GC28XX TOTAL	\$ -	\$ 26,447	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,447
GH27XX	CTD	State	\$ 27,440	\$ -	\$ -	\$ -	\$ 27,440	\$ -	\$ -	\$ -
		CTD GH27XX TOTAL	\$ 27,440	\$ -	\$ -	\$ -	\$ 27,440	\$ -	\$ -	\$ -
GH28XX	CTD	State	\$ -	\$ 27,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,440.00
		CTD GH28XX TOTAL	\$ -	\$ 27,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,440
TBD	FHWA	PL	\$ 825,748	\$ 825,748	\$ 182,122.13	\$ 825,748.00	\$ -	\$ 182,122.13	\$ 825,748.00	\$ -
		FHWA TBD TOTAL	\$ 825,748	\$ 825,748	\$ 182,122	\$ 825,748	\$ -	\$ 182,122	\$ 825,748	\$ -
TBD	FTA 5307	Federal	\$ 375,000	\$ -	\$ 93,750.00	\$ 375,000.00	\$ -	\$ -	\$ -	\$ -
		FTA 5307 TBD TOTAL	\$ 375,000	\$ -	\$ 93,750	\$ 375,000	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 1,254,635	\$ 879,635	\$ 275,872	\$ 1,200,748	\$ 53,887	\$ 182,122	\$ 825,748	\$ 53,887

APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION

TABLE

Funding Source	CTD	CTD	CTD	CTD	FHWA		FTA 5307	
Contract	G3R91	G3S07	GC28XX	GH28XX	G3R55		TBD	
Fiscal Year	2027	2027	2028	2028	2027	2028	2027	2028
Total Budget	\$ 26,982	\$ 28,012	\$ 26,447	\$ 27,440	\$ 825,748	\$ 825,748	\$ 375,000	\$ -
Task 1 2055 Long Range Transportation Plan (LRTP)								
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 4,313	\$ 4,245	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 45,644	\$ 120,644	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 49,957	\$ 124,889	\$ -	\$ -
Task 2 Transportation Improvement Plan (TIP)								
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 13,254	\$ 13,045	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 60,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 83,254	\$ 73,045	\$ -	\$ -
Task 3 Administration								
Personnel (salary and benefits)	\$ 6,955	\$ 7,900	\$ 6,955	\$ 7,900	\$ 430,786	\$ 423,989	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Travel	\$ 400	\$ 400	\$ 400	\$ 400	\$ 4,376	\$ 3,594	\$ -	\$ -
Direct Expenses	\$ 835	\$ 835	\$ 835	\$ 835	\$ 42,559	\$ 43,616	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,750	\$ 1,796	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -
Sub Total	\$ 8,190	\$ 9,135	\$ 8,190	\$ 9,135	\$ 518,471	\$ 497,995	\$ -	\$ -
Task 4 Data Development and Management								
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 1,062	\$ 1,045	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 1,062	\$ 51,045	\$ -	\$ -
Task 5 Special Projects and Studies								
Personnel (salary and benefits)	\$ 18,792	\$ 18,877	\$ 18,257	\$ 18,305	\$ 4,937	\$ 4,859	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 144,104	\$ 50,252	\$ 375,000	\$ -
Sub Total	\$ 18,792	\$ 18,877	\$ 18,257	\$ 18,305	\$ 149,041	\$ 55,111	\$ 375,000	\$ -
Task 6 Regional Coordination								
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 18,963	\$ 18,663	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 18,963	\$ 18,663	\$ -	\$ -
Task 7 SCTPA Support and Shared Task								
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
TOTAL PROGRAMMED	\$ 26,982	\$ 28,012	\$ 26,447	\$ 27,440	\$ 825,748	\$ 825,748	\$ 375,000	\$ -

Soft match is not included in the TOTAL columns for PL & FTA

Funding Source	CTD	CTD	CTD	CTD	FHWA		FTA 5307	
Contract	GC27XX	GC28XX	GH27XX	GH28XX	TBD		TBD	
Fiscal Year	2027	2028	2027	2028	2027	2028	2027	2028
Total Budget	\$ 26,447	\$ 26,447	\$ 27,440	\$ 27,440	\$ 825,748	\$ 825,748	\$ 375,000	\$ -
Task 1 2055 Long Range Transportation Plan (LRTP)								
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 4,313	\$ 4,245	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 45,644	\$ 120,644	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 49,957	\$ 124,889	\$ -	\$ -
Task 2 Transportation Improvement Plan (TIP)								
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 13,254	\$ 13,045	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 60,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 83,254	\$ 73,045	\$ -	\$ -
Task 3 Administration								
Personnel (salary and benefits)	\$ 6,955	\$ 7,900	\$ 6,955	\$ 7,900	\$ 430,786	\$ 423,989	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
Travel	\$ 400	\$ 400	\$ 400	\$ 400	\$ 4,376	\$ 3,594	\$ -	\$ -
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Supplies	\$ -	\$ -	\$ -	\$ -	\$ 1,750	\$ 1,796	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -
Sub Total	\$ 8,190	\$ 9,135	\$ 8,190	\$ 9,135	\$ 518,471	\$ 497,995	\$ -	\$ -
Task 4 Data Development and Management								
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 1,062	\$ 1,045	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 1,062	\$ 51,045	\$ -	\$ -
Task 5 Special Projects and Studies								
Personnel (salary and benefits)	\$ 18,257	\$ 18,257	\$ 18,305	\$ 18,305	\$ 4,937	\$ 4,859	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 144,104	\$ 50,252	\$ 375,000	\$ -
Sub Total	\$ 18,257	\$ 18,257	\$ 18,305	\$ 18,305	\$ 149,041	\$ 55,111	\$ 375,000	\$ -
Task 6 Regional Coordination								
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 18,963	\$ 18,663	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 18,963	\$ 18,663	\$ -	\$ -
Task 7 SCTPA Support and Shared Task								
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
TOTAL PROGRAMMED	\$ 26,447	\$ 26,447	\$ 27,440	\$ 27,440	\$ 825,748	\$ 825,748	\$ 375,000	\$ -

APPENDIX J – FDOT/METROPOLITAN PLANNING ORGANIZATION CHANGES TO FUNDING NUMBER IDENTIFICATION



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

July 16, 2026

Hernando/Citrus MPO
Bob Esposito, Staff Director
789 Providence Blvd,
Brooksville, FL 34601-3043

RE: Federal Highway (FHWA) changes to 20.205 Federal Assistance Program

Recently, the U.S. Office of Management and Budget issued Memorandum M-24-11, with updated requirements related to Assisted Listing Numbers (ALNs) and Federal Award Identification Numbers (FAIN). Effective immediately, MPO expenditures must be tracked by FAIN, ALN, and ALN title and reflected on the Schedule of Expenditures of Federal Awards (SEFA).

The table below lists the FAIN, ALN, and ALN title for each federal fund associated with your current FDOT MPO agreement. We will no longer use CFDA Number and CFDA Title.

Please contact your FDOT MPO Liaison with any questions.

FPID: 439335-6	Federal ID: 0412-064-M
----------------	------------------------

FAIN	ALN	ALN Title
693JJ2263000026MPFL0412064	20.505	Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research
120412064Y450	20.275	Metropolitan Planning Program (MPP)

Thank you,

Dana Reiding, Director
Office of Policy Planning

www.fdot.gov

FDOT District 7

REVIEW AND RECOMMENDATION OF THE CITIZENS ADVISORY COMMITTEE (CAC) BYLAWS UPDATE

On April 23, 2026, during the joint meeting of the Bicycle/Pedestrian Advisory Committee (BPAC) and the Citizens Advisory Committee (CAC), MPO staff introduced the proposal to merge BPAC membership with the CAC. Both committees reached consensus to modify the CAC structure to include Bicycle/Pedestrian representatives as part of the CAC.

On May 7, 2026, the MPO Board voted unanimously to proceed with restructuring the committees, allowing BPAC members to serve on the CAC and directing staff to prepare the necessary updates to the Public Participation Plan (PPP) and CAC Bylaws.

The major updates to the CAC Bylaws include:

- Adding a Parks and Recreation Department representative for both Hernando County and Citrus County, increasing the total CAC appointed membership from 11 to 13.
- Added a non-voting representative from the Florida Department of Transportation (FDOT).
- In addition, one of the three unincorporated and/or public transit user member positions in each county will be designated for a bicycle/pedestrian or public transit user advocate, with one advocate representing Hernando County and one representing Citrus County.

The CAC Bylaws was reviewed and approved by the MPO's Assistant County Attorney on August 10, 2026.

Staff Recommendation: It is recommended the CAC and BPAC, separately by committee, review and recommend the MPO Board approve the updates to the Citizens Advisory Committee (CAC) Bylaws and the merger of the BPAC into the CAC.

Attachment: Draft CAC Bylaws shown in redline/strikethrough text, proposed draft CAC Bylaws, CAC roster, BPAC roster



BYLAWS OF THE CITIZENS ADVISORY COMMITTEE (CAC) OF THE HERNANDO-CITRUS MPO

HERNANDO-CITRUS METROPOLITAN PLANNING ORGANIZATION

789 Providence Boulevard

Brooksville, FL 34601

Contact: 352-754-4082

www.HernandoCitrusMPO.us

email: mpo@hernandocounty.us

Adopted July 15, 2014

Amended October 20, 2015

Amended April 4, 2024

Amended December 5, 2024

Amended November 6, 2025

Amended September 3, 2026

**BYLAWS
CITIZENS ADVISORY COMMITTEE (CAC)
HERNANDO-CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)**

A. ESTABLISHMENT OF COMMITTEE

The Hernando-Citrus Metropolitan Planning Organization's Citizens Advisory Committee (CAC) is established under the Department of Transportation, Federal Highway Administration 23 CFR Part 450.316 and pursuant to Florida Statutes 339.175.

B. PURPOSE - FUNCTION

The Citizens Advisory Committee (CAC) shall assist the MPO in a review and advisory capacity relating to transportation planning and programming.

The Citizens Advisory Committee shall:

1. Provide a forum for the discussion of community needs and values relative to planning goals and to future land use and transportation decisions.
2. Promote communication among CAC members (subject to the limitations in Section 286.011, Florida Statutes) for the successful identification and resolution of common transportation problems and concerns.
3. Evaluate and propose solutions from a citizen's perspective concerning alternative transportation proposals and critical issues.
4. Provide knowledge gained through the CAC into local citizen group discussions and meetings.

C. MEMBERSHIP

1. The CAC shall be comprised of ~~13~~³⁴ voting, appointed citizens/representatives whose membership shall represent a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented (F.S. 339.175, (6)(e)1). Additionally, a non-voting representative from the Florida Department of Transportation shall serve on the committee.
2. Committee members representing specific political jurisdictions shall be recommended by the MPO Board members representing said jurisdictions and confirmed by the MPO Board. Membership will be by geographic area in which the person lives as follows:
 - ~~23~~ members from unincorporated Citrus County ~~and/or a public transit user~~
 - ~~23~~ members from unincorporated Hernando County ~~and/or a public transit user~~
 - 1 member from the City of Brooksville
 - 1 member from the City of Crystal River
 - 1 member from the City of Inverness
 - 1 member low income and/or minority representative from Citrus County
 - ~~1~~ 1 member low income and/or minority representative from Hernando County
 - ~~1~~ 1 member bicycle/pedestrian advocate or public transit user from Citrus County
 - ~~1~~ 1 member bicycle/pedestrian advocate or public transit user from Hernando County
 - ~~1~~ 1 member from the Citrus County Parks and Recreation Department
 - ~~1~~ 1 member from the Hernando County Parks and Recreation Department

- 1 non-voting representative from the Florida Department of Transportation (FDOT)

2. Committee members may be asked to represent the CAC on short-term/temporary ad hoc committees.
3. Members shall serve two (2) year terms. The initial appointments shall be staggered so that six members are appointed for a two-year term and five members are appointed to a one-year term. Each member shall serve at the pleasure of the MPO Board.
- 3.4. Three unexcused consecutive absences by a member shall ~~be constitute~~ grounds for dismissal from continuing to serve as a member of the CAC for the remainder of the member's current term. An unexcused absence shall be one in which ~~where~~ the member does not notify report to the designated MPO staff ~~an of the~~ absence at least 24 hours ~~in advance of before~~ the meeting.
- 4.5. CAC members, including alternates, shall not reside in the same household with another current CAC member, shall not be part of the immediate family of another current CAC member, and shall not hold an elected public office.
- 5.6. A list of membership and attendance record of the CAC shall be maintained and updated by the MPO staff.

D. OFFICERS

1. A Chair and Vice Chair shall be elected at the first regularly scheduled meeting of each calendar year and shall serve one year until the first regularly scheduled meeting of the next calendar year when elections will be held. The jurisdictional representation of each officer rotates annually between Citrus County and Hernando County; and synchronous with the MPO Board.
2. Any member may nominate or be nominated as Chair or Vice Chair. All elections shall be by the majority vote of regular members present.
3. The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. The Vice Chair shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair. If both officers are absent from a meeting, an acting Chair shall be elected by those members present for the purpose of presiding over that specific meeting.
4. When conducting joint meetings with other committees, a Chair of one of the committees shall preside over the meeting for efficiency. The committees may alternate the presiding Chair.
5. Any vacancy in office created by resignation or replacement of the Chair/Vice Chair agency shall be filled by majority vote of members present at the next regularly scheduled meeting. The new office holder will fill the remainder of the unexpired term of the vacant office.

E. MEETINGS

1. The CAC will generally meet quarterly beginning in January. The meetings shall

rotate quarterly between locations in Hernando County and Citrus County, based on meeting location availability, at locations approved by the MPO Executive Director. The MPO Board will approve an annual meeting calendar for date, time, frequency, and location of the CAC* meetings, by simple majority vote.

~~1.~~

The CAC Chair shall have the authority to cancel a scheduled committee meeting when requested by the MPO Executive Director. A meeting cancellation notice shall be provided by MPO staff via email to all committee members and known visitors at least twelve (12) hours before the scheduled time of the meeting. ~~The CAC will conduct joint meetings with the Bicycle/Pedestrian Advisory Committee (BPAC), unless otherwise noticed.~~

2. Each regular member present will have a single vote. A vote on an issue or decision is by a simple majority vote of the voting members present.
3. A quorum shall consist of the physical presence of a majority of the current voting membership.
4. Meetings will be open to the public. Public notice shall occur pursuant to the MPO's adopted Public Participation Plan. Public participation provision will be available on each agenda.
5. The MPO staff duties shall include agenda preparation as well as the recording, preparation, and distribution of the minutes. Agendas and minutes of the previous CAC meeting shall be prepared and transmitted via email to members at least five (5) days before meetings.
6. Except as otherwise provided in these Bylaws, the following guidelines shall generally be followed as a means of establishing the order of meetings:
 - a. The Committee shall approve the order of the agenda at the meeting.
 - b. Agendas and minutes shall be the responsibility of the MPO staff.
 - c. Any business transacted by the Committee must be approved by not less than a simple majority of votes cast.
 - d. All votes shall be by voice vote.
 - e. All motions shall require a second, and all motions or a second may be amended or withdrawn with the approval of the proponents thereof.

F. AMENDMENTS

Recommended changes in the Bylaws require a majority vote of the current voting membership, provided all voting members have received written copies of the proposed amendments with the regular agenda prior to the meeting. The CAC recommended changes must be presented to the MPO Board for final review and approval.



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OF THE
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C. MEMBERSHIP

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F. AMENDMENTS

Recommended changes in the Bylaws require a majority vote of the current voting membership, provided all voting members have received written copies of the proposed amendments with the regular agenda prior to the meeting. The CAC recommended changes must be presented to the MPO Board for final review and approval.

REVIEW AND RECOMMENDATION OF THE MPO'S PUBLIC PARTICIPATION PLAN (PPP) UPDATE

Pursuant to 23 C.F.R. 450.316, each Metropolitan Planning Organization (MPO) is required to adopt a Public Participation Plan (PPP). The PPP defines a process for providing interested parties reasonable opportunities to review and comment on MPO plans and work products. The MPO makes every effort to make plans and programs easy to understand by the public. PPPs are required to be periodically reviewed to ensure a full and open participation process. The last update was adopted on May 1, 2025.

On April 23, 2026, during the joint meeting of the Bicycle/Pedestrian Advisory Committee (BPAC) and the Citizens Advisory Committee (CAC), MPO staff introduced the concept of merging the BPAC membership with the CAC due to the members of the BPAC not being able to meet quorum this past year. Both committees were in consensus to modify the CAC structure to include Bicycle/Pedestrian representatives as part of the CAC.

On May 7, 2026, the MPO Board discussed this matter and voted unanimously to proceed with restructuring the committees, allowing BPAC members to serve on the CAC and directing staff to prepare the necessary updates to the Public Participation Plan (PPP) and CAC Bylaws.

Attached is the proposed update to the PPP. It reflects removing references to a separate Bicycle/Pedestrian Advisory Committee (BPAC) and minor updates to language deemed necessary. As part of the updating of the PPP, the CAC and BPAC are required to review and make a recommendation to the MPO Board.

The PPP was reviewed and approved by the MPO's Assistant County Attorney on August 10, 2026, and a review of the PPP will be provided by the Florida Department of Transportation prior to adoption. A 45-day public review period is required on the PPP prior to MPO Board adoption. The comment period began August 14, 2026, and was advertised in the Hernando Sun and in the Citrus Chronicle on August 14, 2026. The public comment period will end on September 29, 2026; however, public comments may be made at the public meetings involving the update to the PPP. The PPP was posted to the MPO website within the review schedule.

Staff Recommendation: It is requested the CAC and BPAC, separately by committee, review and recommend the MPO Board adopt the update to the Public Participation Plan (PPP).

Attachment: Public Participation Plan (PPP) shown in redline/strikethrough text.

Hernando/Citrus Metropolitan Planning Organization CITIZENS ADVISORY COMMITTEE (CAC)

(updated 2/26/26)

Member	Representing
Shannon Sokolowski, Ph.D., Chair	Low Income and/or Minority Representative - Hernando County
Vacant	Low Income and/or Minority Representative - Citrus County
Jim Reynold	Citrus County - Unincorporated
Scarlett Sharpe	Hernando County - Unincorporated
Stephen Hohman	Hernando County - Unincorporated
Ronald Lawson	City of Brooksville
Karen Esty	City of Inverness
Vacant	City of Crystal River
Vacant	Citrus County - Unincorporated
Vacant	Hernando County - Unincorporated and/or a Public Transit User
Vacant	Citrus County - Unincorporated and/or a Public Transit User

Hernando/Citrus Metropolitan Planning Organization CITIZENS ADVISORY COMMITTEE (CAC)

(Proposed Draft)

Member	Representing
Shannon Sokolowski, Ph.D.	Low Income and/or Minority Representative - Hernando County
Vacant	Low Income and/or Minority Representative - Citrus County
Jim Reynold	Citrus County - Unincorporated
Dennis Reiland	Citrus County - Unincorporated
Scarlett Sharpe	Hernando County - Unincorporated
Stephen Hohman (drop) add John Scharch	Hernando County - Unincorporated
Ronald Lawson	City of Brooksville
Karen Esty	Citrus of Inverness
Vacant	City of Crystal River
Jim McLean	Bicycle/Pedestrian Advocate or Public Transit User - Citrus County
Vacant	Bicycle/Pedestrian Advocate or Public Transit User - Hernando County
Bailey Grzyb	Parks and Recreation Agency - Hernando County
Sherry Bechtel	Parks and Recreation Agency - Citrus County

Hernando/Citrus Metropolitan Planning Organization

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEMBERSHIP

(updated 4-23-26)

Member	Representing
Bailey Grzyb, Chair	Hernando County Parks and Recreation
James McLean, Vice Chair	Citizen-at-Large - Citrus County
Sherry Bechtel	City of Inverness
Dennis Reiland	Citizen-at-Large - Citrus County
Vacant	City of Brooksville
Vacant	City of Crystal River
Terri Moore Vacant, Alternate	Citrus County Parks and Recreation
Vacant	Citizen-at-Large - Hern County
Vacant	Citizen-at-Large - Hern County
Suzanne Ziegler, FDOT Advisor Elisa Joyner, FDOT Advisor Brian Hunter, FDOT Advisor	Non-Voting Representative FDOT
Vacant	Non-Voting Hernando County Sheriff
Deputy S Ruby	Non-Voting Citrus County Sheriff

DRAFT UPDATE



PUBLIC PARTICIPATION PLAN (PPP)

**Hernando-Citrus Metropolitan
Planning Organization**

Adopted: December 7, 2023

Updated: May 1, 2025

Amended: December 3, 2026 (anticipated)

789 Providence Boulevard
Brooksville, FL 34601
email: mpo@hernandocounty.us
website: www.hernandocitrusmpo.us

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ACKNOWLEDGEMENTS

Preparation of this document was supported in part with funds provided by the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), and Federal Transit Administration (FTA) through cooperative agreements with the Hernando-Citrus Metropolitan Planning Organization (MPO). Development of the plan was made possible by the leadership of the Hernando-Citrus MPO Board, the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), ~~Bicycle Pedestrian Advisory Committee (BPAC)~~, and the Transportation Disadvantaged Local Coordinating Boards for Hernando County and Citrus County.

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TTY-based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. Dial 711 to be connected to an assistant.

Discapacidad para usar el sistema telefónico a través de un teléfono de texto (TTY) u otro dispositivo para llamar a personas con o sin tales discapacidades. Marque 711 para conectarse a un asistente.

Las personas que requieran acomodaciones especiales bajo la Ley para las Personas con Impedimentos (Americans with Disabilities Act), conocida por sus siglas en inglés ADA, o las personas que requieran servicios de traducción (de forma gratuita) deben comunicarse con el Oficial de Derechos Civiles.

PLEASE CONTACT THE MPO OFFICE FOR MORE INFORMATION:

Bob Esposito, Hernando-Citrus MPO Executive Director

789 Providence Boulevard, Brooksville, Florida 34601 / Phone: (352) ~~540-6523~~ 754-4082 ext. 28013

Email: MPO@hernandocounty.us

Website: www.HernandoCitrusMPO.us

PUBLIC PARTICIPATION PLAN (PPP)

The Hernando-Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was initially adopted on September 30, 2014, and subsequently amended per the list of revisions in Appendix A. The plan is periodically reviewed to ensure consistency with applicable regulations, and changes are made when necessary. The Hernando-Citrus MPO encourages early and continuing participation by the public in the transportation planning and decision-making process.

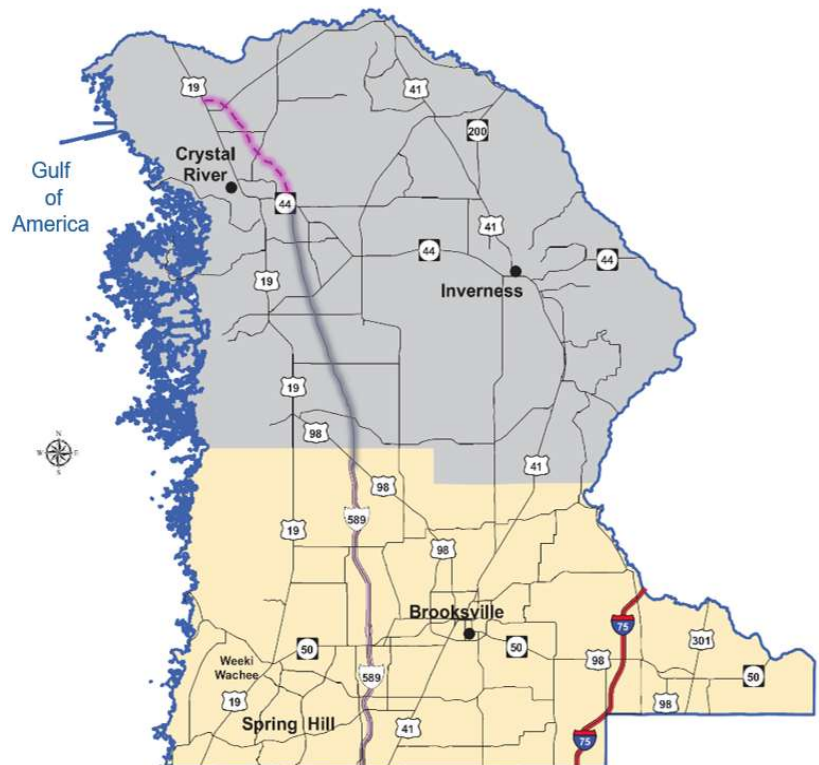
The PPP defines a process for providing interested parties reasonable opportunities to review and comment on MPO plans and work products. The MPO makes every effort to make plans and programs easy to understand by the public.

The MPO must provide communities, public agencies and transportation related entities, users of pedestrian walkways and bicycle transportation facilities, those with disabilities, stakeholders, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and transportation related planning and programming processes.

ABOUT THE HERNANDO-CITRUS MPO

The Hernando-Citrus MPO was created in 2014 and is responsible for facilitating and coordinating regional transportation planning activities in Hernando County, Citrus County, and the cities of Inverness, Crystal River, and Brooksville. MPOs exist throughout the U.S. and began with the development of the Interstate Highway System. To carry out federal transportation planning requirements, Title 23 of the United States Code provides that an MPO be designated for each urbanized area with a population of more than 50,000.

The Hernando/Citrus MPO Area



With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged “a *Continuing, Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities (referred to as the 3-C’s).” The MPO is responsible for ensuring that federal and state dollars spent on existing and future transportation projects and programs are based on the 3-C’s planning process. Each urban area in the

United States has an MPO which acts as a liaison between local communities, their citizens, and the

state departments of transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent.

Committees were established to assist the MPO in the development of plans and programs while offering opportunities for public participation. The committees serve at the pleasure of the MPO Board. The Hernando-Citrus MPO has a Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), ~~Bicycle/Pedestrian Advisory Committee (BPAC)~~, and the Transportation Disadvantaged Local Coordinating Boards (TDLCB) for Citrus County and Hernando County.

FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS

The Hernando-Citrus MPO complies with the following federal requirements:

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 (42 USC. 2000d-1) prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. In addition, the MPO complies with other federal and state authorities and does not deny the benefits of, exclude from participation in or discriminate against anyone based on race, color, national origin, sex, age, disability, religion, income, or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO (Bob Esposito, MPO Executive Director).

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity which include the MPO. The MPO is responsible for providing reasonable accommodations to those with disabilities who require special services to access information or participation in MPO activities (42 U.S.C. 12131-12134).

Environmental Justice – Executive Order 12898

Addressing requirements for Federal actions to address environmental justice concerns for low-income and minority populations. The focus of the order was to:

- Identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations to the greatest extent practicable and permitted by law.
- Develop a strategy for implementing environmental justice.
- Promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.

Limited English Proficiency (LEP) – Executive Order 13166

The purpose of the order is to improve access to services for persons with Limited English Proficiency (LEP). The order requires agencies that receive federal funds to develop plans so that people for whom English is not

their second language or have limited ability to read, speak, write, or understand English can have meaningful access to services provided.

ANYONE WISHING TO CONTACT THE MPO WITH COMMENTS, QUESTIONS, OR COMPLAINTS REGARDING CIVIL RIGHTS, PLEASE CONTACT BOB ESPOSITO AT RESPOSITO@HERNANDOCOUNTY.US

MPO BOARDS, COMMITTEES, AND STAFF

Hernando-Citrus MPO Board

The MPO Board shall perform all acts required by federal or state laws or rules which are necessary to qualify for federal aid. It shall be involved in the planning and programming of transportation facilities, including, but not limited to, airports, intercity and high-speed rail lines, seaports, and intermodal facilities, to the extent permitted by state or federal law. The MPO Board is comprised of nine (9) elected officials representing the local governments within the MPO area, and a non-voting advisor from the Florida Department of Transportation (FDOT). *[Chapter 339.175, Florida Statutes]*

The primary role of the Hernando-Citrus MPO is to ensure existing and future expenditures of governmental funds for transportation projects and programs within the MPO area are developed based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO shall, in cooperation with the Florida Department of Transportation (FDOT) develop:

1. a Long-Range Transportation Plan (LRTP),
2. ~~an annually updated~~ Transportation Improvement Program (TIP),
3. ~~an annual~~ Unified Planning Work Program (UPWP), and
4. the development of transportation programs, plans, and projects consistent with local, state, and federal requirements of the metropolitan planning area such as the Public Participation Plan (PPP), Transit Development Plan (TDP), and the Transportation Disadvantaged Service Plan (TDSP).

MPO Board Meeting Details

MPO Board meetings are scheduled the first Thursday of the month and begin at 1:30 p.m. (unless otherwise posted). Meetings alternate between Hernando and Citrus County on an annual basis. Public meeting notices are posted on the MPO website 5-10 days prior to any public MPO Board meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

MPO Meeting Location/Time – location alternates annually

Even Numbered Years-Hernando County

Brooksville City Council Chambers
201 Howell Avenue
Brooksville, Florida 34601

Time: 1:30 p.m.

Odd Numbered Years-Citrus County

Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461

Time: 1:30 p.m.

Opportunities for Public Participation



The Hernando-Citrus MPO offers various opportunities to become involved in the transportation planning process. Public participation is welcomed, encouraged, and critical to the MPO. In addition to attendance at public meetings, citizens can be involved in serving as volunteer members on the following MPO Boards and Committees:

- Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Citrus County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Technical Advisory Committee (TAC)
- Citizens Advisory Committee (CAC)
- ~~Bicycle/Pedestrian Advisory Committee (BPAC)~~

Additionally, temporary, or short-term project committees may be established by the MPO for transportation planning purposes.

There is a volunteer application process to participate in any of the MPO's activities. The application is available on request by mail or on the Hernando-Citrus MPO website at www.HernandoCitrusMPO.us.

Transportation Disadvantaged Local Coordinating Boards

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinator (CTC) which provides services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB).

The MPO Board serves as the Designated Official Planning Agency (DOPA) for both TDLCB's. The TDLCB Board member positions are established by Florida Administrative Code 41-2. The TDLCB Boards are comprised of citizen and agency representatives.

TDLCB Meeting Details

TDLCB meetings are conducted quarterly and scheduled the second Thursday of the month (unless otherwise posted). Meeting notices are published in the Hernando Sun and Citrus Chronicle for each respective Board 5-10 days prior to any public TDLCB meeting. Additionally, public meeting notices are posted on the MPO website 5-10 days prior to any public TDLCB meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

TDLCB Meeting Location/Time

Citrus County TDLCB

Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:30 a.m.

Hernando County TDLCB

Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 1:30 p.m.

Technical Advisory Committee (TAC)

Membership of the TAC includes planners, engineers, transit, and other technical representatives from governmental agencies in the Hernando-Citrus MPO area. It is important for the TAC to be involved in the development of MPO plans and programs to ensure consistency with local programs and provide technical assistance as needed. The TAC is required under Florida Statutes Chapter 339.175.

TAC Meeting Details

The TAC generally meets quarterly with additional meetings scheduled monthly as needed. The TAC may meet jointly with other committees on an as-needed basis.

The TAC typically meets on the fourth Thursday of the month (unless otherwise posted) at 9:00 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public TAC meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

TAC Meeting Location/Time

Hernando County

Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 9:00 a.m.

Citrus County

Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:00 a.m.



*Stakeholder Group for the Vulnerability & Risk Assessment
Study for Transportation Infrastructure (2023)*

Citizens Advisory Committee (CAC)

Membership of the CAC includes a cross section of citizens including transit users, [bicycle/pedestrian users](#), citizens with physical disabilities/challenges, and citizens in the Hernando-Citrus MPO area. The CAC is required under Florida Statute Chapter 339.175. ~~The CAC conducts joint meetings with the BPAC and may meet separately on an as-needed basis.~~

~~Bicycle/Pedestrian Advisory Committee (BPAC)~~

~~The BPAC assists the MPO in the development of priority plans and programs important to bicycle/pedestrian modes of transportation. The BPAC is comprised of volunteer members from the community who have technical, professional, or personal interests in the provision of safe non-motorized transportation. A cross section of public and private interests shall be represented. The membership includes citizen volunteers and agency representatives. The BPAC conducts joint meetings with the CAC and may meet separately on an as-needed basis. The BPAC is not statutorily required but exists at the pleasure of the MPO Board.~~

~~Joint CAC Meeting Details of the CAC and BPAC~~

~~Committees~~ ~~The CAC~~ generally meets quarterly with additional meetings scheduled ~~monthly~~ as needed.

~~The CAC and BPAC may meet jointly with other committees on an as-needed basis.~~

The CAC ~~and BPAC~~ typically meets quarterly on the fourth Thursday of the month (unless otherwise posted) at 10:30 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

~~Joint CAC and BPAC Meeting Location/Time~~

Hernando County

Hernando County Building Training Facility
1661 Blaise Drive, Brooksville, Florida 34601
Time: 10:30 a.m.

Citrus County

Lecanto Government Building
3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461
Time: 10:30 a.m.

MPO Staff

The MPO staff includes an Executive Director, MPO Coordinator, and an Executive Assistant. Additionally, the MPO utilizes the services of General Planning Consultants for technical development of required plans and programs. The MPO Committees, along with staff, provide recommendations to the MPO Board regarding planning, implementation of projects, and related issues. The MPO staff works closely with the public, stakeholders, community agencies, consultants, Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT).

The MPO Staff can be contacted for questions or comments regarding the transportation planning processes and procedures. For additional information, please contact Bob Esposito, MPO Executive Director or:

- Visit our website at www.HernandoCitrusMPO.us
- Email us at mpo@hernandocounty.us
- Call us at (352) 754-4082



MPO Advisory Boards and Committees Volunteer Application Process

The MPO Board shall establish and appoint all committee memberships for citizens desiring to volunteer their services. The Metropolitan Planning Organization utilizes volunteers to serve on advisory boards and committees to assist in the cooperative, continuous, and comprehensive planning processes involved in transportation programs in the metropolitan area. The advisory boards and committees include citizen members and local/state agency members. To serve as a volunteer member on one of MPO's Boards or Committees, please note the following:

- Complete and submit an application form to the MPO staff. Applications are available on request by mail, online at www.HernandoCitrusMPO.us, and in the MPO offices.
- Citizen applications will be presented to the Metropolitan Planning Organization Board for appointment at a regular public meeting.

Methods for Recruitment

- Media releases are issued to county Public Information Officers for Hernando County and Citrus County with a request to post on county websites and applicable social media platforms.
- Vacancies are posted to MPO website and applicable county social media platforms.
- Recruitment bulletins are displayed on transit buses, and public service announcements are broadcast on WWJB radio as public service announcement opportunities arise.
- Contact agency offices to fill vacant positions via email and telephone.

The volunteer application is available on request by mail or on the Hernando-Citrus MPO website under the ~~"Volunteer Application & Public Participation"~~ section of the homepage at www.HernandoCitrusMPO.us.

PUBLIC PARTICIPATION AND OUTREACH POLICIES

The Hernando-Citrus MPO website has a section entitled ~~Public Notice and Relevant MPO~~ News where public notices are posted for upcoming meetings and events at www.HernandoCitrusMPO.us.

Public Notice

The MPO informs the public, in a timely manner, of upcoming decisions regarding plans and programs. Notices will be advertised and/or posted on the website and in local newspapers in each county when required by the prescribed, applicable program.

Public Access

All meetings are open to the public and participation is encouraged. Meeting locations may alternate between Hernando and Citrus Counties. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons who require special accommodations under the Americans with Disabilities Act should contact the MPO at least two (2) days prior to the proceedings, for language assistance please contact the MPO at least five (5) days prior to the proceedings to allow adequate coordination time.

Public Comment Period

A key opportunity for members of the public to share their thoughts and ideas is during the public review and comment period. The public comment periods are intended to ensure the public has easy access to information and timely notice about the transportation planning process. The MPO advises the public of the comment periods utilizing the MPO website, the newspaper when applicable, social media of the counties when applicable, and during public meetings of the MPO Board and its standing committees and boards.

Stakeholder Coordination

To provide affected and interested parties' opportunities to comment on the transportation planning process pursuant to 23 USC 104(d)1, the MPO maintains lists which may include:

- Elected Officials
- Local Government Staff
- Transportation Agencies (Port, Airports, Transit, etc.)
- Law enforcement and emergency services management, emergency operations centers, chambers of commerce, and economic development agencies.
- Local Media (TV, Radio, Print, etc.)
- Homeowners Associations
- Civic Groups
- Special Interest Groups (Other Interested Parties)
- Libraries (for Public Display)
- Federal, State, and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues
- Representatives of Users of Pedestrian Walkways
- Private Freight Shippers
- Representatives of Users of Bicycle Transportation Facilities
- Other parties that would have an interest in the planning and development of the transportation network, including affected public agencies in the transportation planning area
- Native American Tribal Council
- Representatives of Public Transportation Employees
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of the Disabled
- Interested parties may request to be added to the email ~~data-base~~database at any time. Please contact MPO staff.



MPO OUTREACH STRATEGIES

The following outreach strategies are currently used by the MPO:

- Provide timely information about transportation issues and processes to communities, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects affiliated with the Hernando-Citrus Metropolitan Planning Organization (MPO).
- Provide reasonable public access to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
- If the final draft of any transportation plan differs significantly from the one available for public review by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan is made available.
- All transportation plans and project documents are posted to the MPO's website (www.HernandoCitrusMPO.us) to ensure reasonable access to the information by the public during the review period. Hard copy of the materials is available for public review during business hours at the MPO office or upon request.
- Comment forms are used to solicit public comment on specific issues or transportation plans being presented at a workshop or other public meeting.
- Comments may also be submitted via email (mpo@hernandocounty.us) or by regular mail. Responses to questions and comments concerning the public participation process, draft transportation plans, programs or public agency consultation process will be made directly to the citizen by letter, telephone call or by email within 10 days of receipt. A summary of comments received may be made part of the final plan or program.
- County and city social media platforms may be used to promote MPO activities. These platforms are used to communicate information to the public.
- Use visualization techniques at meetings and workshops may include geographical mapping, PowerPoint presentations, display boards, and pictures, etc.
- Hold public meetings at convenient locations and accessible times which in the event of a statewide emergency, includes the ability to conduct virtual meetings.
- Coordination with the statewide transportation planning public involvement and consultation processes.
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- Meeting notices and media releases shall be published on the MPO website (www.HernandoCitrusMPO.us). When required by specific plans or programs, meeting notices shall be

published in a newspaper of general circulation in the applicable jurisdiction.

- Public notices will be sent to the Public Information Offices of Hernando County and Citrus County for posting public notices on their respective website.
- The MPO website will be used to keep the public up to date regarding plans and projects, and timelines for participation.
- An MPO logo and color scheme representing the MPO is used to promote products and publications of the MPO.
- Email announcements and MPO information will be emailed to interested persons that have submitted their email addresses to MPO staff. Pursuant to Government-in-the-Sunshine, all email correspondence is subject to public review.
- Project Workshops/Open Houses/Community Forums may be used to provide project information to the public and to solicit public comment.
- Surveys may be available online or distributed in person.
- Project websites may be used for individual projects, such as corridor studies, that are typically performed using consulting services. In this case, a link to the project site would be included on the MPO site.
- In the event or situation that impacts the ability to strictly adhere to the public notice requirements, every effort will be made to furnish the public with the most current information available via the MPO website (www.HernandoCitrusMPO.us) and/or the Hernando County and Citrus County Public Information Offices . The MPO Executive Director is directed to take necessary administrative action for compliance with state and federal requirements and will advise the MPO Board accordingly. In addition, the Continuity of Operations Plan (COOP) addresses the ability to conduct unplanned or emergency meetings.



PUBLIC PARTICIPATION AND NOTICE FOR CORE MPO PLANS AND PROGRAMS

Long-Range Transportation Plan (LRTP)

Identifies transportation improvements necessary to maintain adequate mobility and accommodate growth forecasted over the next 20-year timeframe. The plan includes long-range and short-range strategies that provide for development of an integrated multimodal transportation system (to include accessible pedestrian walkways and bicycle transportation facilities). The process includes innovative technical modeling and collaborative public engagement. Future goals, strategies, and projects to address the planning factors required by [23 C.F.R. 450.306(a) and (b)] are identified in the LRTP.

LRTP DEVELOPMENT	Every five (5) years
	Consult the FL MPO Handbook for additional guidance on thresholds, consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.
Public Review	- Public meetings with MPO Committees (TAC, and CAC, and BPAC). - Draft LRTP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	- A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites - The MPO Board adoption public meeting notice is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites - Public meeting notice for workshops and public engagement meetings are advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By a roll-call vote of the majority of the MPO Board members present, and two public meetings advertised in the Hernando Sun and Citrus Chronicle newspapers are required for adoption. - LRTP documentation is posted to the website and available in the MPO office no later than 90 days after adoption.
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance.
Public Review	No formal review required; modifications are posted to the website.
Public Meeting Notices	Not required.
Approval	Administrative.

L RTP (cont.) AMENDMENT	A major revision to the LRTP, such as adding or deleting a project, a major change in project costs, project/project phase initiation dates, or a major change in design concept or design scope, (e.g. changing project termini, the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Consult MPO Handbook for additional threshold guidance and posting of documentation to the Florida GAP system.
Public Review	- Public meetings with MPO Committees (TAC and CAC, and BPAC). - Draft LRTP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	Public meeting notice is placed on the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By the MPO Board at a public meeting. - By a roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. <i>[Chapter 339.175(13), Florida Statutes]</i>

Transportation Improvement Program (TIP)

The purpose of the Transportation Improvement Program (TIP) is to identify transportation needs and priorities of the metropolitan planning area including regionally significant projects regardless of their funding source (Titles 23 Code of Federal Regulations 450.332(b) and 49 USC, Chapter 53). The TIP demonstrates the process of prioritizing, selecting, and funding transportation projects in accordance with federal requirements of Titles 23 CFR 450 and 49 CFR Chapter 53, as amended.

The Transportation Improvement Program (TIP) is a five-year (5-year) plan for the Hernando-Citrus Metropolitan area which encompasses Citrus and Hernando counties and the cities within their boundaries, i.e., City of Crystal River, City of Inverness, and the City of Brooksville, respectfully. The plan includes the multi-modal project improvements consistent with the Long-Range Transportation Plan (LRTP) and is updated annually.

The TIP is developed through a continuing, comprehensive, and coordinated effort with the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), Hernando-Citrus Metropolitan Planning Organization (MPO), and the public.

The adoption of the Transportation Improvement Program (TIP) of the Hernando-Citrus Metropolitan Planning Organization (MPO) is conducted pursuant to the Public Participation Plan (PPP). The process includes the review and recommendation of the TIP by the MPO's public committees, i.e., the Technical Advisory Committee (TAC), ~~and the~~ Citizens Advisory Committee (CAC), ~~and the Bicycle/Pedestrian Advisory Committee (BPAC)~~, and is posted on the MPO's website for a 30-day public review comment period. The MPO Board will review and approve the TIP and provide it to the Florida Department of Transportation pursuant to law. [Chapter 339.175 (8), Florida Statutes]

TIP DEVELOPMENT	TIPs are developed annually and cover a 5-year period (5 th year is illustrative)
	Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.
Public Review	- Public meetings with MPO Committees (TAC and, CAC, and BPAC). - Draft TIP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By the MPO Board at a public meeting. - By a recorded roll-call vote of the majority of the MPO Board members present.

TIP (cont.) MODIFICATION	Minor changes to project costs (i.e., less than 20 percent and \$2 million), funding sources of previously included projects, termini changes for minor changes in length, and project initiation dates. Consult MPO handbook for guidance and posting of documentation to the Florida GAP system.
Public Review	No formal review required; modified TIP is posted to the website.
Public Meeting Notices	Not applicable.
Approval	Administrative.
AMENDMENT	A major change including addition or deletion of a project, project cost increase (more than 20% and \$2 million), or change in design concept or project scope (i.e., changing project termini – increase or decrease of ½ mile and 20%, or the number of through traffic lanes). TIP/STIP Amendment requests that are received by Office of Policy and Planning (OPP)/Federal Aid Management Office (FAMO) for review by the 10th of each month will be included in the STIP Amendment for that month. This will enable FHWA to routinely approve the amendment by the end of the month. Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP).
Public Review	- Public meetings with MPO Committees (TAC and CAC, and BPAC). - Draft TIP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By the MPO Board at a public meeting. - By a recorded roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. <i>[Chapter 339.175, Florida Statutes]</i>
ADMINISTRATIVE TIP/STIP AMENDMENT	During the Tentative Work Program development cycle, if a new project is added to Year One (1), this project will appear in the new TIP, but it is not recognized by FHWA until October 1. This becomes an issue between July 1 to September 30 when FHWA does not yet recognize the new TIP as being in effect and the project requires federal authorization prior to October 1. FHWA and FTA allow Administrative TIP/STIP Amendment during the three-month gap between the start of the new state fiscal year and the beginning of the new Federal fiscal year-without the requirement of full MPO Board Action and allowing for MPO Executive Director approval. Administrative TIP/STIP Amendments may take place between July 1 and August 31 only. <i>(MPO Program Management Handbook, 12/19/2024, Chapter 4.3.1.5), and posting of documentation to the Florida GAP system.</i>
Public Review	Not required.
Public Meeting Notices	Not required.
Approval	By the MPO Executive Director.

**TIP (cont.)
ROLL FORWARD
AMENDMENT**

- If there is a project in any of the four (4) federally recognized years of the old TIP that did not get authorized by June 30, the project can still be authorized based on the old TIP, as long as the request is made between July 1 and September 30.
- There is a need to ensure such projects are in the new TIP if the projects are to be authorized after September 30. This is accomplished through the Roll Forward TIP Amendment which must be adopted by the MPO Board before October 1.
- No public meetings with MPO committees (TAC and, CAC, ~~BPAC~~) are required.
- MPO Board approval, meeting notice is posted to the MPO website 5-10 days prior to meeting.

List of Priority Projects (LOPP)

The Hernando-Citrus MPO is responsible for annually developing a List of Priority Projects (LOPP) for Transportation Priority for Congestion Management and a List of Priority Projects for Transportation Alternatives and submitting the list to the Florida Department of Transportation (FDOT) for consideration during the development of the 5-Year Work program for the MPO area. The MPO, working through its Technical Advisory, ~~Bicycle/Pedestrian Advisory~~, and Citizens Advisory committees, prioritizes projects based upon projects identified through the Cost-Feasible Plan of the 2050 Long-Range Transportation Plan (LRTP).

This prioritization will also incorporate Complete Streets elements that rely on FDOT's Context Classification process. This will allow FDOT to review projects on the state system with the goal of applying Complete Street features wherever possible. On local facilities, it would also allow the MPO to suggest Complete Street features to the extent possible.

The LOPP includes a list of projects involving major improvement and congestion management and a separate list of transportation alternatives projects. These lists contain projects that are considered of highest priority for improvement by the MPO and its advisory committees. The criteria for the prioritization of transportation projects include existing and projected facilities levels of service, safety considerations, anticipated funding levels, ability to complete the project, and overall modal performance and system connectivity. Consistent with federal requirements and the 2050 Long-Range Transportation Plan (LRTP), the prioritization process considers the recommendations of the MPO Board's advisory committees (Technical Advisory Committee and, Citizens Advisory Committee, ~~and the Bicycle/Pedestrian Advisory Committee~~).

LOPP DEVELOPMENT	Annually
Public Review	- Public meetings with MPO Committees (TAC <u>and</u>, CAC, and BPAC). - Draft LOPP is posted to the MPO website at least 10 days prior to the MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	Public meeting notice is posted to the MPO Website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By a majority vote of the MPO Board members present.
MODIFICATION	Minor changes to text or project description for clarification. Consult MPO handbook for guidance.
Public Review	No formal review required; modified LOPP is posted to the website.
Public Meeting Notices	Not required.
Approval	By MPO Executive Director.

LOPP (cont.) AMENDMENT	Any changes to project priorities, project scope or addition/deletion of projects.
Public Review	- Public meetings with MPO Committees (TAC and CAC, and BPAC). - Draft LOPP amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By the MPO Board at a public meeting. - By a majority vote of the MPO Board members present.



"Bicycling on the Suncoast Trail"
Photo by: Kimberly Poppe

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Hernando-Citrus Metropolitan Planning Organization (MPO) study area which includes planning activities for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County.

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes. The UPWP documents all planning tasks and related activities developed by the MPO and other transportation planning processes.

The UPWP must include a description of work, resulting products, who will perform the work, cost of the work and source of the funding. The UPWP covers two State fiscal years. The establishment of the initial 2-year program is considered “new UPWP development,” the 2nd year update is the “UPWP Revision.” A revision can be categorized as a modification or amendment depending on the threshold of revision.

UPWP DEVELOPMENT	New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate. Consult the Florida MPO Handbook for guidance and the requirements and posting of documentation to the Florida GAP system.
Public Review	- Public meetings with MPO Committees (TAC and CAC, and BPAC). - Draft UPWP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	- A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. - The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By approval of a Resolution by the majority of the MPO Board members present at a public meeting.
UPWP MODIFICATION	Modifications that do not change the approved FHWA and FTA budget, scope of the FHWA and FTA funded work task(s) or add or delete a work task(s).
Public Review	No formal review required; modifications are posted to the website and uploaded to the FDOT document portal (Florida GAP). An example of a modification would be to transfer tasks between current tasks of the UPWP.
Public Meeting Notices	Not required.
Approval	Administrative.

UPWP AMENDMENT	Amendments to the UPWP are required in the following actions per 2 CFR 200.308 and 29 CFR 1470.30. Refer to the MPO Handbook for guidance on de-obligating funds and the posting of documents in the Florida GAP system.
Financial vs. Non-Financial Amendment	Both financial and non-financial amendments can occur to the UPWP. Financial amendments can change the total amount of UPWP funding and/or the transfer of funds between tasks, while non-financial amendments will not change funding amounts. Items e-j below represent non-financial amendments. a) Any revision resulting in the need to increase or decrease the UPWP budget ceiling by adding new funding or reducing overall approved funding; b) Adding/deleting a task/subtask; c) Transferring funds between tasks/sub-tasks that exceed a combined amount greater than or equal to \$100,000 OR 10 percent of the total budget of that task/sub-task, whichever is more restrictive; d) Reducing the budget of a task/sub-task by more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved; • Note that item d above may change the task, scope, budget, and deliverables. For item h below, an amendment is required for any activity the MPO was previously going to complete but contracted out instead. e) Change in the scope or objective of the program/task, even if there is no associated budget revision (this also applies to when a task scope changes); f) Change in key person (the MPO staff director); g) Extending the period of performance past the approved work program period (i.e., no-cost time extension); h) Sub-awarding, transferring, or contracting out any of the activities in the UPWP; i) The disengagement from a project for more than three months or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator; and j) The inclusion of costs that require prior approval (e.g., capital and equipment purchases of \$5,000 and above per unit cost).
Public Review	• Public meetings with MPO Committees (TAC and CAC and BPAC). • Draft UPWP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By the majority vote of the MPO Board members present at a public meeting.

Public Participation Plan (PPP)

The PPP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the Hernando-Citrus MPO. As required by federal law, a forty-five (45) day public comment period is held prior to MPO Board adoption of the PPP to offer another avenue of public input. Once adopted, the plan is available on www.HernandoCitrusMPO.us.

PPP DEVELOPMENT, MODIFICATION, AMENDMENT	Reviewed Annually
Public Review	- Public meetings with MPO Committees (TAC and CAC, and BPAC). - Draft PPP is posted to the MPO website at least 45 days prior to the MPO adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	- A 45-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. [23 CFR 450.316(a)(3)] - The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By the majority vote of the MPO Board members present at a public meeting.

Transit Development Plans and Transportation Disadvantaged Service Plans

The Transit Development Plan (TDP) is the public transportation provider's strategic guide for public transportation over the ~~next 10-year~~ period. The TDP identifies public transportation service improvement priorities, determines the operating and capital costs to implement these service improvement priorities, and outlines a strategy for implementation. Pursuant to rule 14-73.001, the Transit Development Plan (TDP) must include opportunities for public involvement.

The public transportation provider for Hernando and Citrus Counties are their respective Board of County Commissioners (BOCC) which are responsible for approval of the TDP. ~~Notices of TDP adoption, amendment or annual progress reports are published in a newspaper of general circulation in the home county 5-10 days prior to any public action. Public notices are furnished by the agencies as prescribed by State requirements and local policies. In accordance with prescribed requirements, the MPO posts relevant documents and notices on its website to ensure the public has access to and is aware of the transportation plans for their communities. Annual progress reports are reviewed by the MPO Board. Documents will be posted to their respective website and available for a 30-day review period for new TDPs, and 10-day review for TDP amendments or annual progress reports.~~

Transportation Disadvantaged Service Plans (TDSP) are provided by the Community Transportation Coordinators (CTC) in Citrus County and Hernando County. In Citrus County, the CTC is the Citrus County Board of County Commissioners. In Hernando County, the CTC is You Thrive Florida. The TDSP is a five-year plan that identifies the services provided for the transportation disadvantaged and is reviewed and updated on an annual basis. Each County has a membership body called the Transportation Disadvantaged Local Coordinating Board which reviews and approves the service plans. Updates to t~~The Transportation Disadvantaged Service Plans (TDSP) for either Citrus or~~ and ~~Hernando Counties are available on the MPO's website for public review prior to approval. Public access is provided as identified in this document.~~

~~Minor updates to the TDSP that do not affect program operations do not require public review (i.e.: corrections, clarifications, etc.).~~



State of Emergency

During a local, state, or federal emergency, every attempt will be made to follow the MPO participation plan or to offer alternatives for committee and board approval, to continue community engagement, and to seek input. Adjusted strategies may include enhanced use of media and social media resources, and increased mailings or mass email distributions. The MPO may consider providing information via webinar or short videos to cover topics which would have been addressed in an in-person meeting.

The MPO's Continuity of Operations Plan (COOP) provides guidance in the event of an interruption of services. The COOP addresses the ability of the MPO to conduct unplanned or emergency meetings. The purpose of the COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources and to ensure operational and managerial requirements are met.

The MPO is required by law to produce, approve, and submit the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), List of Project Priorities, and Transportation Improvement Program (TIP) in compliance with statutory mandates and timelines. In the event the COOP is activated when one or more of these documents must be approved, the MPO is authorized to implement emergency protocols in a local, state, or federal declaration of a State of Emergency:

1. The Executive Director, in consultation with the Chair (or their respective successors), may request a deferral of approval depending on the emergency, the specific essential document needing approval, and the projected date when the MPO Board could meet again.
2. If the quorum requirements for public meetings are suspended by Executive Order of the Governor of the State of Florida, the MPO may hold a public meeting of the MPO Board using communications media technology, following rules pursuant to Florida Statutes Chapter 120.54(5)(b)2, and waiving official recommendations from MPO committees.

APPENDIX A: INDEX OF PPP AMENDMENTS AND MODIFICATIONS POST ADOPTION

DATE	REV #	CHANGE TYPE	EXPLANATION OF THE CHANGE
9-18-18	1	Annual review and update.	MPO staff reviewed the PPP and made updates to ensure the plan is consistent with current regulations. Additionally, staff from Federal Highway Administration (FHWA) met with the MPO to conduct a more detailed review of the PPP.
12-15-22	2	Annual review and update.	Formatting changes throughout the document. Information for public participation in Spanish and Telecommunication Relay services for hearing or speech disability was added, and Title VI and Noncompliance contact information was updated. Federal requirements were moved to an appendix in the back of the document. The PPP purpose section was enhanced. A section was added describing the MPO Board and Committee(s) membership regarding roles, meeting frequency and information, and a provision was added to allow committee meetings to be jointly conducted. Enhanced description of the MPO core plans and programs, along with tables outlining public review periods, advertising requirements and approval processes were added. A limited approval process was included for TIP roll forward amendments. Guidance was added to address a State of Emergency when it impacts the MPO Board's ability to produce, approve and submit one of the core plans and programs in accordance with statutory mandates and timelines.
12-7-23	3	Annual review and update.	Legal citations were added, where applicable. Publishing of legal notices in a newspaper was removed as public notice will be in the form of the placement on the MPO webpage. Removed posting notices on social media sites by the MPO. Public Notices will be sent to the public information office of Hernando and Citrus counties for posting on their respective websites. The UPWP section was updated for definitions on financial modifications/amendments in accordance with requirements of the Florida Department of Transportation. MPO Committee and

12-7-23 (cont.)			Transportation Disadvantaged Local Coordinating Board meeting details were updated. The MPO volunteer application was updated and incorporated into the PPP. Appendix A was updated to reflect PPP amendments and modifications post adoption.
4-3-25	4	Annual review and update.	FDOT made several chapter updates (LRTP, TIP, UPWP, PPP) to the MPO Program Management Handbook in 2024 to provide additional information on planning document development process, amendments, and modifications. These updates have been incorporated into the MPO PPP.
<u>9-63-2026</u> (anticipated)	<u>5</u>	<u>Annual review, add Alt Text to pictures, and remove BPAC references.</u>	<u>Merging the BPAC with the CAC for efficiency.</u>

APPENDIX B: PPP MONITORING ACTIVITIES

- The MPO website will be updated as necessary to maintain consistency with local, state, and federal requirements.
- Public Information Officers will provide links of notices on social media sites upon request of the MPO.
- Agendas with associated back up for all MPO Board and Committee meetings will be posted to the MPO website approximately 7 days prior to the public meeting.
- Public Notice for upcoming meetings will be posted to the website at least 5 to 10 days prior to the meeting or as prescribed by the project or program.
- The MPOs general email delivery mailbox will be monitored daily to address emails received.

APPENDIX C: FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS

The public involvement process requirements in 23 CFR 450, Section 450.316 are described below.

§450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION

- (a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.



- 1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - i. **Providing adequate public notice** of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (known as the LRTP) and the TIP.
 - ii. **Providing timely notice and reasonable access** to information about transportation issues and processes.
 - iii. **Employing visualization techniques** to describe metropolitan transportation plans and TIPs.
 - iv. **Making public information** (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web (Internet).
 - v. **Holding any public meetings at convenient and accessible locations and times.**
 - vi. **Demonstrating explicit consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP.
 - vii. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems**, such as low-income and minority households, who may face challenges accessing employment and other services.
 - viii. **Providing an additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
 - ix. **Coordinating** with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
 - x. **Periodically reviewing** the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- 2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) because of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

- 3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web (Internet), to the maximum extent practicable.
- (b) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
- 1) Recipients of assistance under title 49 U.S.C. Chapter 53.
 - 2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - 3) Recipients of assistance under 23 U.S.C. 201-204.
- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.



[[81 FR 34135](#), May 27, 2016, as amended at [81 FR 93473](#), Dec. 20, 2016: [82 FR 56544](#), Nov. 29, 2017]

APPENDIX D: GLOSSARY

ADA	The Americans with Disabilities Act of 1990 is a Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
BOCC	Board of County Commissioners. The Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.
BPAC	Bicycle/Pedestrian Advisory Committee. The BPAC is a standing committee appointed by the MPO Board.
CAC	Citizens Advisory Committee. The CAC is a statutorily required committee of which the members are appointed by the MPO Board.
CIP	Capital Improvement Program. The CIP is a multi-year schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community.
CM	Congestion Mitigation. The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando-Citrus MPO, to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.
CMP	Congestion Management Process. The CMP is a management system and process conducted by metropolitan planning organizations (MPOs) to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.
CMS	Congestion Management System. The Congestion Management System (CMS) was first introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and continued under the successor law, the Transportation Equity Act for the 21st Century (TEA-21). The CMS was intended to augment and support effective decision making as part of the overall metropolitan transportation planning processes.
COOP	Continuity of Operations Plan. The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando-Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.
CTC	Community Transportation Coordinator. The CTC is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.
CTD	Commission for Transportation Disadvantaged. The CTD is the State-level policy board for the coordination of transportation disadvantaged services.
DOPA	Designated Official Planning Agency. The DOPA is the entity responsible for transportation disadvantaged planning in each area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).

EJ	Environmental Justice . Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.
FDOT	Florida Department of Transportation . FDOT is the State of Florida’s multi-modal transportation agency. Organizationally, it is composed of one Central Office in Tallahassee, seven District Offices, and the Florida’s Turnpike Enterprise.
FHWA	Federal Highway Administration . The FHWA is the Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.
FTA	Federal Transit Administration . The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.
FTC	Florida Transportation Commission . The mission of the FTC is to provide leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and by maintaining oversight and public accountability for the Department of Transportation and other statutorily specified transportation authorities.
FTE	Florida’s Turnpike Enterprise . Florida’s Turnpike Enterprise (FTE) manages Florida’s Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT).
FTP	Florida Transportation Plan . The FTP is the state’s long-range plan guiding Florida’s transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.
FS	Florida Statute . A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections.
FY	Fiscal Year . A fiscal year is a 12-month period used in government accounting and financial reporting.
HISP	Highway Safety Improvement Program . The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land.
ICAR	Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement . The ICAR provides framework for review between MPO and Public Transportation actuals and regional planning councils.
LCB	Local Coordinating Board . The purpose of the coordinating board is to provide advice and direction to the CTC concerning the coordination of transportation services.
LEP	Limited English Proficiency . LEP refers to individuals who have a limited ability to read, speak, write, or understand English.
LOPP	List of Priority Projects . The LOPP is a list of priority projects developed pursuant to the Transportation Improvement Program (TIP)
LOS	Level of Service . LOS is a qualitative assessment of a road’s operating condition generally described using a scale of A (little congestion) to E/F (severe congestion).
L RTP	Long-Range Transportation Plan . The LRTP is a 20-year forecast plan required of state planning agencies and MPOs, which must consider a wide range of social, environmental, energy, and

	economic factors in determining overall regional goals and consider how transportation can best meet these goals.
MPO	Metropolitan Planning Organization. The MPO is the designated agency for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.
MPA	Metropolitan Planning Area.
MPOAC	Metropolitan Planning Organization Advisory Council. The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process.
NHFP	National Highway Freight Program. The purpose, among other goals, of the National Highway Freight Program (NHFP) is to improve efficient movement of freight on the National Highway Freight Network (NHFN).
PPP	Public Participation Plan. One of the required elements under MAP-21 is that a PPP (i) shall be developed in consultation with all interested parties, and (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
PTGA	Public Transportation Grant Agreement. A PTGA is an agreement between an agency and FDOT for transportation related projects.
SCOP	Small County Outreach Program source of funding
SCTPA	Sun Coast Transportation Planning Alliance. The SCTPA (formerly the West Coast Central Florida Chairs Coordinating Committee-CCC) is comprised of the following entities: Hernando, Citrus, Hillsborough, Pasco, Pinellas, Sarasota, Polk, and Manatee counties.
SIS	Strategic Intermodal System. The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.
STIP	State Transportation Improvement Program. The STIP is FDOT's Five-Year Work Program as prescribed by Federal law.
TA	Transportation Alternatives. As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
TAC	Technical Advisory Committee. A standing committee of the MPO required pursuant to Florida Statute Chapter 339.175.
TBRPC	Tampa Bay Regional Planning Council. The Tampa Bay Regional Planning Council is governed by elected county and municipal representatives, gubernatorial appointees, and non-voting ex-officios representing state and regional agencies. The Council serves as a forum for the

coordination and review of planning and development activities that affect the six-county region: Hernando, Citrus, Pasco, Pinellas, Hillsborough, and Manatee.

- TD** **Transportation Disadvantaged.** Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Florida Statutes, Chapter 411.202.
- TDLCB** **Transportation Disadvantaged Local Coordinating Board.** The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statutes, Chapter 427.
- TDP** **Transit Development Plan.** The Transportation Development Plan is required per Florida Administrative Code 14-73.
- TDSP** **Transportation Disadvantaged Service Plan.** The TDSP is a plan for the provision and implementation of transportation disadvantaged services within a community.
- TIP** **Transportation Improvement Program.** A priority list of transportation projects consistent with the adopted MPO Long-Range Transportation Plan (LRTP) and local government programs and comprehensive plans.
- TITLE VI** **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.
- TRIP** [Transportation Regional Incentive Program.](#) State funds made available to provide incentives for local governments and the private sector to help pay for critically needed projects.
- TRT** **Technical Review Team.** A group of professionals who come together to discuss and work out the details of a project with regards to their area of expertise.
- UPWP** **Unified Planning Work Program.** A Unified Planning Work Program (UPWP) is the budgetary work program identifying the funding sources and work activities of the MPO.
- USDOT** [United States Department of Transportation.](#)

Visualization Techniques: means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as GIS- or web-based surveys, inventories, maps, pictures, and/or displays identifying features such as roadway rights of way, transit, intermodal, and non-motorized transportation facilities, historic and cultural resources, natural resources, and environmentally sensitive areas, to promote improved understanding of existing or proposed transportation plans and programs.

APPENDIX E: VOLUNTEER APPLICATION

Replace with updated application



Hernando/Citrus Metropolitan Planning Organization Board & Committee Volunteer Application (Please type or print clearly)

Name: _____

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? _____ Citrus County? _____ For how long? _____

Do you reside within the city limits of Brooksville? _____ Crystal River? _____ Inverness? _____

Physical Address _____ City _____ Zip _____

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home/cell) _____ Business/Other _____ Email _____

Occupation _____

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes _____ No _____

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.).

Why are you interested in serving on this Board/Committee? _____

Please list three references, including address, phone numbers and email address.

1. _____

2. _____

3. _____

Board/Committee Interested in Volunteering for:

_____ BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2-year term, 11 members

_____ CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 11 members

_____ HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)

_____ CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, 17 members (some positions require agency participation.)

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:

Have you ever been convicted of a felony or a misdemeanor (or similar offense) by court martial or plead nolo contendere (no contest) to such an offense, or plead guilty to such an offense (including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation)?

(Answering Yes does not automatically disqualify you for consideration) Yes _____ No _____

If yes, state the court, crime committed, disposition of case, and dates _____

Emergency Contact #1: _____ Relationship: _____ Phone No. _____

Emergency Contact #2: _____ Relationship: _____ Phone No. _____

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the Government-in-the-Sunshine State Law.

I, the above-named applicant, agree to act as a volunteer for Hernando/Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.

I agree _____ I do NOT agree _____

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

(Printed Name)

(Signature)

(Date)

Please complete this form and return it to:

Hernando/Citrus MPO
789 Providence Boulevard
Brooksville, Florida 34601
Email: mpo@hernandocounty.us

DRAFT UPDATE



PUBLIC PARTICIPATION PLAN (PPP)

**Hernando-Citrus Metropolitan
Planning Organization**

Adopted: December 7, 2023

Updated: May 1, 2025

Amended: December 3, 2026

789 Providence Boulevard
Brooksville, FL 34601
email: mpo@hernandocounty.us
website: www.hernandocitrusmpo.us

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ACKNOWLEDGEMENTS

Preparation of this document was supported in part with funds provided by the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), and Federal Transit Administration (FTA) through cooperative agreements with the Hernando-Citrus Metropolitan Planning Organization (MPO). Development of the plan was made possible by the leadership of the Hernando-Citrus MPO Board, the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), and the Transportation Disadvantaged Local Coordinating Boards for Hernando County and Citrus County.

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TTY-based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. Dial 711 to be connected to an assistant.

Discapacidad para usar el sistema telefónico a través de un teléfono de texto (TTY) u otro dispositivo para llamar a personas con o sin tales discapacidades. Marque 711 para conectarse a un asistente.

Las personas que requieran acomodaciones especiales bajo la Ley para las Personas con Impedimentos (Americans with Disabilities Act), conocida por sus siglas en inglés ADA, o las personas que requieran servicios de traducción (de forma gratuita) deben comunicarse con el Oficial de Derechos Civiles.

PLEASE CONTACT THE MPO OFFICE FOR MORE INFORMATION:

Bob Esposito, Hernando-Citrus MPO Executive Director

789 Providence Boulevard, Brooksville, Florida 34601 / Phone: (352) 754-4082 ext. 28013

Email: MPO@hernandocounty.us

Website: www.HernandoCitrusMPO.us

PUBLIC PARTICIPATION PLAN (PPP)

The Hernando-Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was initially adopted on September 30, 2014, and subsequently amended per the list of revisions in Appendix A. The plan is periodically reviewed to ensure consistency with applicable regulations, and changes are made when necessary. The Hernando-Citrus MPO encourages early and continuing participation by the public in the transportation planning and decision-making process.

The PPP defines a process for providing interested parties reasonable opportunities to review and comment on MPO plans and work products. The MPO makes every effort to make plans and programs easy to understand by the public.

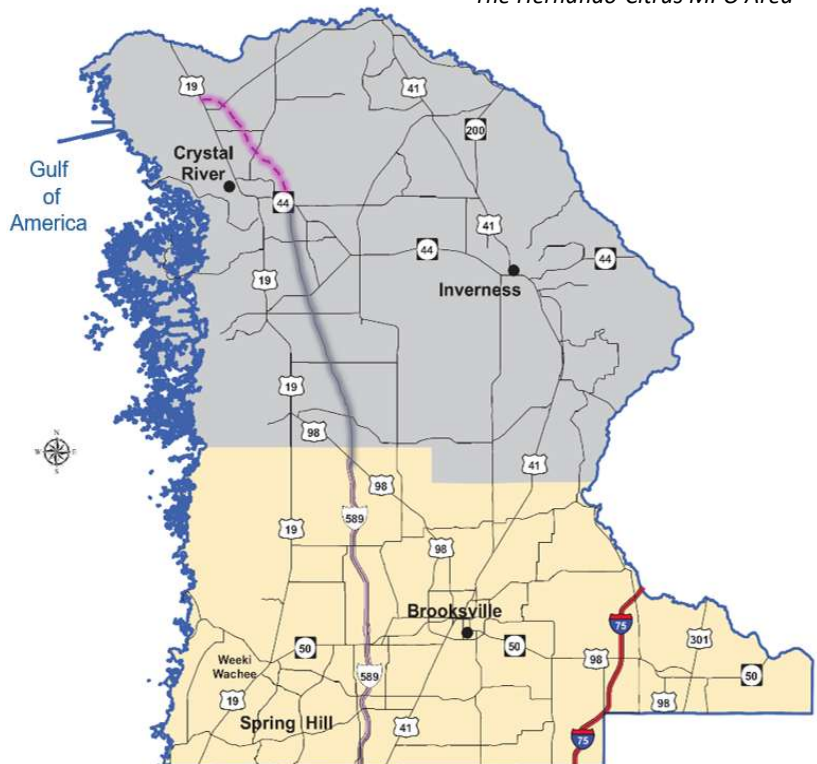
The MPO must provide communities, public agencies and transportation related entities, users of pedestrian walkways and bicycle transportation facilities, those with disabilities, stakeholders, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and transportation related planning and programming processes.

ABOUT THE HERNANDO-CITRUS MPO

The Hernando-Citrus MPO was created in 2014 and is responsible for facilitating and coordinating regional transportation planning activities in Hernando County, Citrus County, and the cities of Inverness, Crystal River, and Brooksville. MPOs exist throughout the U.S. and began with the development of the Interstate Highway System. To carry out federal transportation planning requirements, Title 23 of the United States Code provides that an MPO be designated for each urbanized area with a population of more than 50,000.

With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged “a *Continuing, Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities (referred to as the 3-C’s).” The MPO is responsible for ensuring that federal and state dollars spent on existing and future transportation projects and programs are based on the 3-C’s planning process. Each urban area in the United States has an MPO which acts as a liaison between local communities, their citizens, and the

The Hernando-Citrus MPO Area



state departments of transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent.

Committees were established to assist the MPO in the development of plans and programs while offering opportunities for public participation. The committees serve at the pleasure of the MPO Board. The Hernando-Citrus MPO has a Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), and the Transportation Disadvantaged Local Coordinating Boards (TDLCB) for Citrus County and Hernando County.

FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS

The Hernando-Citrus MPO complies with the following federal requirements:

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 (42 USC. 2000d-1) prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. In addition, the MPO complies with other federal and state authorities and does not deny the benefits of, exclude from participation in or discriminate against anyone based on race, color, national origin, sex, age, disability, religion, income, or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO (Bob Esposito, MPO Executive Director).

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity which include the MPO. The MPO is responsible for providing reasonable accommodations to those with disabilities who require special services to access information or participation in MPO activities (42 U.S.C. 12131-12134).

Environmental Justice – Executive Order 12898

Addressing requirements for Federal actions to address environmental justice concerns for low-income and minority populations. The focus of the order was to:

- Identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations to the greatest extent practicable and permitted by law.
- Develop a strategy for implementing environmental justice.
- Promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.

Limited English Proficiency (LEP) – Executive Order 13166

The purpose of the order is to improve access to services for persons with Limited English Proficiency (LEP). The order requires agencies that receive federal funds to develop plans so that people for whom English is not

their second language or have limited ability to read, speak, write, or understand English can have meaningful access to services provided.

ANYONE WISHING TO CONTACT THE MPO WITH COMMENTS, QUESTIONS, OR COMPLAINTS REGARDING CIVIL RIGHTS, PLEASE CONTACT BOB ESPOSITO AT RESPOSITO@HERNANDOCOUNTY.US

MPO BOARDS, COMMITTEES, AND STAFF

Hernando-Citrus MPO Board

The MPO Board shall perform all acts required by federal or state laws or rules which are necessary to qualify for federal aid. It shall be involved in the planning and programming of transportation facilities, including, but not limited to, airports, intercity and high-speed rail lines, seaports, and intermodal facilities, to the extent permitted by state or federal law. The MPO Board is comprised of nine (9) elected officials representing the local governments within the MPO area, and a non-voting advisor from the Florida Department of Transportation (FDOT). *[Chapter 339.175, Florida Statutes]*

The primary role of the Hernando-Citrus MPO is to ensure existing and future expenditures of governmental funds for transportation projects and programs within the MPO area are developed based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO shall, in cooperation with the Florida Department of Transportation (FDOT) develop:

1. a Long-Range Transportation Plan (LRTP),
2. a Transportation Improvement Program (TIP),
3. a Unified Planning Work Program (UPWP), and
4. the development of transportation programs, plans, and projects consistent with local, state, and federal requirements of the metropolitan planning area such as the Public Participation Plan (PPP), Transit Development Plan (TDP), and the Transportation Disadvantaged Service Plan (TDSP).

MPO Board Meeting Details

MPO Board meetings are scheduled the first Thursday of the month and begin at 1:30 p.m. (unless otherwise posted). Meetings alternate between Hernando and Citrus County on an annual basis. Public meeting notices are posted on the MPO website 5-10 days prior to any public MPO Board meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

MPO Meeting Location/Time – location alternates annually

Even Numbered Years-Hernando County

Brooksville City Council Chambers
201 Howell Avenue
Brooksville, Florida 34601

Time: 1:30 p.m.

Odd Numbered Years-Citrus County

Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461

Time: 1:30 p.m.

Opportunities for Public Participation



The Hernando-Citrus MPO offers various opportunities to become involved in the transportation planning process. Public participation is welcomed, encouraged, and critical to the MPO. In addition to attendance at public meetings, citizens can be involved in serving as volunteer members on the following MPO Boards and Committees:

- Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Citrus County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Technical Advisory Committee (TAC)
- Citizens Advisory Committee (CAC)

Additionally, temporary, or short-term project committees may be established by the MPO for transportation planning purposes.

There is a volunteer application process to participate in any of the MPO's activities. The application is available on request by mail or on the Hernando-Citrus MPO website at www.HernandoCitrusMPO.us.

Transportation Disadvantaged Local Coordinating Boards

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinator (CTC) which provides services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB).

The MPO Board serves as the Designated Official Planning Agency (DOPA) for both TDLCB's. The TDLCB Board member positions are established by Florida Administrative Code 41-2. The TDLCB Boards are comprised of citizen and agency representatives.

TDLCB Meeting Details

TDLCB meetings are conducted quarterly and scheduled the second Thursday of the month (unless otherwise posted). Meeting notices are published in the Hernando Sun and Citrus Chronicle for each respective Board 5-10 days prior to any public TDLCB meeting. Additionally, public meeting notices are posted on the MPO website 5-10 days prior to any public TDLCB meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

TDLCB Meeting Location/Time

Citrus County TDLCB

Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:30 a.m.

Hernando County TDLCB

Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 1:30 p.m.

Technical Advisory Committee (TAC)

Membership of the TAC includes planners, engineers, transit, and other technical representatives from governmental agencies in the Hernando-Citrus MPO area. It is important for the TAC to be involved in the development of MPO plans and programs to ensure consistency with local programs and provide technical assistance as needed. The TAC is required under Florida Statutes Chapter 339.175.

TAC Meeting Details

The TAC generally meets quarterly with additional meetings scheduled monthly as needed. The TAC may meet jointly with other committees on an as-needed basis.

The TAC typically meets on the fourth Thursday of the month (unless otherwise posted) at 9:00 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public TAC meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

TAC Meeting Location/Time

Hernando County

Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 9:00 a.m.

Citrus County

Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:00 a.m.



*Stakeholder Group for the Vulnerability & Risk Assessment
Study for Transportation Infrastructure (2023)*

Citizens Advisory Committee (CAC)

Membership of the CAC includes a cross section of citizens including transit users, bicycle/pedestrian users, citizens with physical disabilities/challenges, and citizens in the Hernando-Citrus MPO area. The CAC is required under Florida Statute Chapter 339.175.

CAC Meeting Details

The CAC generally meets quarterly with additional meetings scheduled as needed.

The CAC typically meets on the fourth Thursday of the month (unless otherwise posted) at 10:30 a.m. and the meeting location alternates between Hernando and Citrus County. Public meeting notices are posted on the MPO website 5-10 days prior to any public meeting and provided to the Public Information Officers for posting on the Hernando County and Citrus County websites. Agendas are posted in advance of the meetings and are available online at www.HernandoCitrusMPO.us. The MPO website contains the calendar of meetings and locations. All meetings are open to the public and participation is encouraged.

CAC Meeting Location/Time

Hernando County

Hernando County Building Training Facility
1661 Blaise Drive, Brooksville, Florida 34601
Time: 10:30 a.m.

Citrus County

Lecanto Government Building
3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461
Time: 10:30 a.m.

MPO Staff

The MPO staff includes an Executive Director, MPO Coordinator, and an Executive Assistant. Additionally, the MPO utilizes the services of General Planning Consultants for technical development of required plans and programs. The MPO Committees, along with staff, provide recommendations to the MPO Board regarding planning, implementation of projects, and related issues. The MPO staff works closely with the public, stakeholders, community agencies, consultants, Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT).

The MPO Staff can be contacted for questions or comments regarding the transportation planning processes and procedures. For additional information, please contact Bob Esposito, MPO Executive Director or:

- Visit our website at www.HernandoCitrusMPO.us
- Email us at mpo@hernandocounty.us
- Call us at (352) 754-4082



MPO Advisory Boards and Committees Volunteer Application Process

The MPO Board shall establish and appoint all committee memberships for citizens desiring to volunteer their services. The Metropolitan Planning Organization utilizes volunteers to serve on advisory boards and committees to assist in the cooperative, continuous, and comprehensive planning processes involved in transportation programs in the metropolitan area. The advisory boards and committees include citizen members and local/state agency members. To serve as a volunteer member on one of MPO's Boards or Committees, please note the following:

- Complete and submit an application form to the MPO staff. Applications are available on request by mail, online at www.HernandoCitrusMPO.us, and in the MPO offices.
- Citizen applications will be presented to the Metropolitan Planning Organization Board for appointment at a regular public meeting.

Methods for Recruitment

- Media releases are issued to county Public Information Officers for Hernando County and Citrus County with a request to post on county websites and applicable social media platforms.
- Vacancies are posted to MPO website and applicable county social media platforms.
- Recruitment bulletins are displayed on transit buses, and public service announcements are broadcast on WWJB radio as public service announcements.
- Contact agency offices to fill vacant positions via email and telephone.

The volunteer application is available on request by mail or on the Hernando-Citrus MPO website under the "Public Participation" section of the homepage at www.HernandoCitrusMPO.us.

PUBLIC PARTICIPATION AND OUTREACH POLICIES

The Hernando-Citrus MPO website has a section entitled MPO News where public notices are posted for upcoming meetings and events at www.HernandoCitrusMPO.us.

Public Notice

The MPO informs the public, in a timely manner, of upcoming decisions regarding plans and programs. Notices will be advertised and/or posted on the website and in local newspapers in each county when required by the prescribed, applicable program.

Public Access

All meetings are open to the public and participation is encouraged. Meeting locations may alternate between Hernando and Citrus Counties. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons who require special accommodations under the Americans with Disabilities Act should contact the MPO at least two (2) days prior to the proceedings, for language assistance please contact the MPO at least five (5) days prior to the proceedings to allow adequate coordination time.

Public Comment Period

A key opportunity for members of the public to share their thoughts and ideas is during the public review and comment period. The public comment periods are intended to ensure the public has easy access to information and timely notice about the transportation planning process. The MPO advises the public of the comment periods utilizing the MPO website, the newspaper when applicable, social media of the counties when applicable, and during public meetings of the MPO Board and its standing committees and boards.

Stakeholder Coordination

To provide affected and interested parties' opportunities to comment on the transportation planning process pursuant to 23 USC 104(d)1, the MPO maintains lists which may include:

- Elected Officials
- Local Government Staff
- Transportation Agencies (Port, Airports, Transit, etc.)
- Law enforcement and emergency services management, emergency operations centers, chambers of commerce, and economic development agencies.
- Local Media (TV, Radio, Print, etc.)
- Homeowners Associations
- Civic Groups
- Special Interest Groups (Other Interested Parties)
- Libraries (for Public Display)
- Federal, State, and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues
- Representatives of Users of Pedestrian Walkways
- Private Freight Shippers
- Representatives of Users of Bicycle Transportation Facilities
- Other parties that would have an interest in the planning and development of the transportation network, including affected public agencies in the transportation planning area
- Native American Tribal Council
- Representatives of Public Transportation Employees
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of the Disabled
- Interested parties may request to be added to the email database at any time. Please contact MPO staff.



MPO OUTREACH STRATEGIES

The following outreach strategies are currently used by the MPO:

- Provide timely information about transportation issues and processes to communities, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects affiliated with the Hernando-Citrus Metropolitan Planning Organization (MPO).
- Provide reasonable public access to technical and policy information used in the development of the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), List of Priority Projects (LOPP), and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
- If the final draft of any transportation plan differs significantly from the one available for public review by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan is made available.
- All transportation plans and project documents are posted to the MPO's website (www.HernandoCitrusMPO.us) to ensure reasonable access to the information by the public during the review period. Hard copy of the materials is available for public review during business hours at the MPO office or upon request.
- Comment forms are used to solicit public comment on specific issues or transportation plans being presented at a workshop or other public meeting.
- Comments may also be submitted via email (mpo@hernandocounty.us) or by regular mail. Responses to questions and comments concerning the public participation process, draft transportation plans, programs or public agency consultation process will be made directly to the citizen by letter, telephone call or by email within 10 days of receipt. A summary of comments received may be made part of the final plan or program.
- County and city social media platforms may be used to promote MPO activities. These platforms are used to communicate information to the public.
- Use visualization techniques at meetings and workshops may include geographical mapping, PowerPoint presentations, display boards, and pictures, etc.
- Hold public meetings at convenient locations and accessible times which in the event of a statewide emergency, includes the ability to conduct virtual meetings.
- Coordination with the statewide transportation planning public involvement and consultation processes.
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- Meeting notices and media releases shall be published on the MPO website (www.HernandoCitrusMPO.us). When required by specific plans or programs, meeting notices shall be

published in a newspaper of general circulation in the applicable jurisdiction.

- Public notices will be sent to the Public Information Offices of Hernando County and Citrus County for posting public notices on their respective website.
- The MPO website will be used to keep the public up to date regarding plans and projects, and timelines for participation.
- An MPO logo and color scheme representing the MPO is used to promote products and publications of the MPO.
- Email announcements and MPO information will be emailed to interested persons that have submitted their email addresses to MPO staff. Pursuant to Government-in-the-Sunshine, all email correspondence is subject to public review.
- Project Workshops/Open Houses/Community Forums may be used to provide project information to the public and to solicit public comment.
- Surveys may be available online or distributed in person.
- Project websites may be used for individual projects, such as corridor studies, that are typically performed using consulting services. In this case, a link to the project site would be included on the MPO site.
- In the event or situation that impacts the ability to strictly adhere to the public notice requirements, every effort will be made to furnish the public with the most current information available via the MPO website (www.HernandoCitrusMPO.us) and/or the Hernando County and Citrus County Public Information Offices . The MPO Executive Director is directed to take necessary administrative action for compliance with state and federal requirements and will advise the MPO Board accordingly. In addition, the Continuity of Operations Plan (COOP) addresses the ability to conduct unplanned or emergency meetings.



PUBLIC PARTICIPATION AND NOTICE FOR CORE MPO PLANS AND PROGRAMS

Long-Range Transportation Plan (LRTP)

Identifies transportation improvements necessary to maintain adequate mobility and accommodate growth forecasted over the next 20-year timeframe. The plan includes long-range and short-range strategies that provide for development of an integrated multimodal transportation system (to include accessible pedestrian walkways and bicycle transportation facilities). The process includes innovative technical modeling and collaborative public engagement. Future goals, strategies, and projects to address the planning factors required by [23 C.F.R. 450.306(a) and (b)] are identified in the LRTP.

LRTP DEVELOPMENT	Every five (5) years
	Consult the FL MPO Handbook for additional guidance on thresholds, consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.
Public Review	- Public meetings with MPO Committees (TAC and CAC). - Draft LRTP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	- A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites - The MPO Board adoption public meeting notice is advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites - Public meeting notice for workshops and public engagement meetings are advertised in the Hernando Sun and the Citrus Chronicle newspapers 5-10 days prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By a roll-call vote of the majority of the MPO Board members present, and two public meetings advertised in the Hernando Sun and Citrus Chronicle newspapers are required for adoption. - LRTP documentation is posted to the website and available in the MPO office no later than 90 days after adoption.
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance.
Public Review	No formal review required; modifications are posted to the website.
Public Meeting Notices	Not required.
Approval	Administrative.

L RTP (cont.) AMENDMENT	A major revision to the L RTP, such as adding or deleting a project, a major change in project costs, project/project phase initiation dates, or a major change in design concept or design scope, (e.g. changing project termini, the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Consult MPO Handbook for additional threshold guidance and posting of documentation to the Florida GAP system.
Public Review	- Public meetings with MPO Committees (TAC and CAC). - Draft L RTP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	Public meeting notice is placed on the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By the MPO Board at a public meeting. - By a roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. <i>[Chapter 339.175(13), Florida Statutes]</i>

Transportation Improvement Program (TIP)

The purpose of the Transportation Improvement Program (TIP) is to identify transportation needs and priorities of the metropolitan planning area including regionally significant projects regardless of their funding source (Titles 23 Code of Federal Regulations 450.332(b) and 49 USC, Chapter 53). The TIP demonstrates the process of prioritizing, selecting, and funding transportation projects in accordance with federal requirements of Titles 23 CFR 450 and 49 CFR Chapter 53, as amended.

The Transportation Improvement Program (TIP) is a five-year (5-year) plan for the Hernando-Citrus Metropolitan area which encompasses Citrus and Hernando counties and the cities within their boundaries, i.e., City of Crystal River, City of Inverness, and the City of Brooksville, respectfully. The plan includes the multi-modal project improvements consistent with the Long-Range Transportation Plan (LRTP) and is updated annually.

The TIP is developed through a continuing, comprehensive, and coordinated effort with the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), Hernando-Citrus Metropolitan Planning Organization (MPO), and the public.

The adoption of the Transportation Improvement Program (TIP) of the Hernando-Citrus Metropolitan Planning Organization (MPO) is conducted pursuant to the Public Participation Plan (PPP). The process includes the review and recommendation of the TIP by the MPO's public committees, i.e., the Technical Advisory Committee (TAC) and the Citizens Advisory Committee (CAC) and is posted on the MPO's website for a 30-day public review comment period. The MPO Board will review and approve the TIP and provide it to the Florida Department of Transportation pursuant to law. *[Chapter 339.175 (8), Florida Statutes]*

TIP DEVELOPMENT	TIPs are developed annually and cover a 5-year period (5th year is illustrative) Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP), and posting of documentation to the Florida GAP system.
Public Review	- Public meetings with MPO Committees (TAC and CAC). - Draft TIP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers prior to the meeting, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By the MPO Board at a public meeting. - By a recorded roll-call vote of the majority of the MPO Board members present.

TIP (cont.) MODIFICATION	Minor changes to project costs (i.e., less than 20 percent and \$2 million), funding sources of previously included projects, termini changes for minor changes in length, and project initiation dates. Consult MPO handbook for guidance and posting of documentation to the Florida GAP system.
Public Review	No formal review required; modified TIP is posted to the website.
Public Meeting Notices	Not applicable.
Approval	Administrative.
AMENDMENT	A major change including addition or deletion of a project, project cost increase (more than 20% and \$2 million), or change in design concept or project scope (i.e., changing project termini – increase or decrease of ½ mile and 20%, or the number of through traffic lanes). TIP/STIP Amendment requests that are received by Office of Policy and Planning (OPP)/Federal Aid Management Office (FAMO) for review by the 10th of each month will be included in the STIP Amendment for that month. This will enable FHWA to routinely approve the amendment by the end of the month. Consult the FL MPO Handbook for additional guidance on thresholds, and consistency with the FDOT work program and MPO's transportation plans (i.e., LRTP and TIP).
Public Review	- Public meetings with MPO Committees (TAC and CAC). - Draft TIP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By the MPO Board at a public meeting. - By a recorded roll-call vote of the majority of the MPO Board members present if amendment affects projects in the first 3 years. <i>[Chapter 339.175, Florida Statutes]</i>
ADMINISTRATIVE TIP/STIP AMENDMENT	During the Tentative Work Program development cycle, if a new project is added to Year One (1), this project will appear in the new TIP, but it is not recognized by FHWA until October 1. This becomes an issue between July 1 to September 30 when FHWA does not yet recognize the new TIP as being in effect and the project requires federal authorization prior to October 1. FHWA and FTA allow Administrative TIP/STIP Amendment during the three-month gap between the start of the new state fiscal year and the beginning of the new Federal fiscal year-without the requirement of full MPO Board Action and allowing for MPO Executive Director approval. Administrative TIP/STIP Amendments may take place between July 1 and August 31 only. <i>(MPO Program Management Handbook, 12/19/2024, Chapter 4.3.1.5) and posting of documentation to the Florida GAP system.</i>
Public Review	Not required.
Public Meeting Notices	Not required.
Approval	By the MPO Executive Director.

TIP (cont.) ROLL FORWARD AMENDMENT	• If there is a project in any of the four (4) federally recognized years of the old TIP that did not get authorized by June 30, the project can still be authorized based on the old TIP, as long as the request is made between July 1 and September 30. • There is a need to ensure such projects are in the new TIP if the projects are to be authorized after September 30. This is accomplished through the Roll Forward TIP Amendment which must be adopted by the MPO Board before October 1. • No public meetings with MPO committees (TAC and CAC) are required. • MPO Board approval, meeting notice is posted to the MPO website 5-10 days prior to meeting.
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List of Priority Projects (LOPP)

The Hernando-Citrus MPO is responsible for annually developing a List of Priority Projects (LOPP) for Transportation Priority for Congestion Management and a List of Priority Projects for Transportation Alternatives and submitting the list to the Florida Department of Transportation (FDOT) for consideration during the development of the 5-Year Work program for the MPO area. The MPO, working through its Technical Advisory and Citizens Advisory committees, prioritizes projects based upon projects identified through the Cost-Feasible Plan of the 2050 Long-Range Transportation Plan (LRTP).

This prioritization will also incorporate Complete Streets elements that rely on FDOT's Context Classification process. This will allow FDOT to review projects on the state system with the goal of applying Complete Street features wherever possible. On local facilities, it would also allow the MPO to suggest Complete Street features to the extent possible.

The LOPP includes a list of projects involving major improvement and congestion management and a separate list of transportation alternatives projects. These lists contain projects that are considered of highest priority for improvement by the MPO and its advisory committees. The criteria for the prioritization of transportation projects include existing and projected facilities levels of service, safety considerations, anticipated funding levels, ability to complete the project, and overall modal performance and system connectivity. Consistent with federal requirements and the 2050 Long-Range Transportation Plan (LRTP), the prioritization process considers the recommendations of the MPO Board's advisory committees (Technical Advisory Committee and Citizens Advisory Committee).

LOPP DEVELOPMENT	Annually
Public Review	- Public meetings with MPO Committees (TAC and CAC). - Draft LOPP is posted to the MPO website at least 10 days prior to the MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	Public meeting notice is posted to the MPO Website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By a majority vote of the MPO Board members present.
MODIFICATION	Minor changes to text or project description for clarification. Consult MPO handbook for guidance.
Public Review	No formal review required; modified LOPP is posted to the website.
Public Meeting Notices	Not required.
Approval	By MPO Executive Director.

LOPP (cont.) AMENDMENT	Any changes to project priorities, project scope or addition/deletion of projects.
Public Review	- Public meetings with MPO Committees (TAC and CAC). - Draft LOPP amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	Public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	- By the MPO Board at a public meeting. - By a majority vote of the MPO Board members present.



"Bicycling on the Suncoast Trail"
Photo by: Kimberly Poppke

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Hernando-Citrus Metropolitan Planning Organization (MPO) study area which includes planning activities for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County.

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes. The UPWP documents all planning tasks and related activities developed by the MPO and other transportation planning processes.

The UPWP must include a description of work, resulting products, who will perform the work, cost of the work and source of the funding. The UPWP covers two State fiscal years. The establishment of the initial 2-year program is considered “new UPWP development,” the 2nd year update is the “UPWP Revision.” A revision can be categorized as a modification or amendment depending on the threshold of revision.

UPWP DEVELOPMENT	New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate. Consult the Florida MPO Handbook for guidance and the requirements and posting of documentation to the Florida GAP system.
Public Review	- Public meetings with MPO Committees (TAC and CAC). - Draft UPWP is posted to the MPO website at least 30 days prior to the MPO Board adoption meeting to allow for public comment. - Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	- A 30-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. - The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By approval of a Resolution by the majority of the MPO Board members present at a public meeting.
UPWP MODIFICATION	Modifications that do not change the approved FHWA and FTA budget, scope of the FHWA and FTA funded work task(s) or add or delete a work task(s).
Public Review	No formal review required; modifications are posted to the website and uploaded to the FDOT document portal (Florida GAP). An example of a modification would be to transfer tasks between current tasks of the UPWP.
Public Meeting Notices	Not required.
Approval	Administrative.

UPWP AMENDMENT	Amendments to the UPWP are required in the following actions per 2 CFR 200.308 and 29 CFR 1470.30. Refer to the MPO Handbook for guidance on de-obligating funds and the posting of documents in the Florida GAP system.
Financial vs. Non-Financial Amendment	Both financial and non-financial amendments can occur to the UPWP. Financial amendments can change the total amount of UPWP funding and/or the transfer of funds between tasks, while non-financial amendments will not change funding amounts. Items e-j below represent non-financial amendments. a) Any revision resulting in the need to increase or decrease the UPWP budget ceiling by adding new funding or reducing overall approved funding; b) Adding/deleting a task/subtask; c) Transferring funds between tasks/sub-tasks that exceed a combined amount greater than or equal to \$100,000 OR 10 percent of the total budget of that task/sub-task, whichever is more restrictive; d) Reducing the budget of a task/sub-task by more than 50 percent, or to the point a task/sub-task could not be accomplished as it was originally approved; • Note that item d above may change the task, scope, budget, and deliverables. For item h below, an amendment is required for any activity the MPO was previously going to complete but contracted out instead. e) Change in the scope or objective of the program/task, even if there is no associated budget revision (this also applies to when a task scope changes); f) Change in key person (the MPO staff director); g) Extending the period of performance past the approved work program period (i.e., no-cost time extension); h) Sub-awarding, transferring, or contracting out any of the activities in the UPWP; i) The disengagement from a project for more than three months or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator; and j) The inclusion of costs that require prior approval (e.g., capital and equipment purchases of \$5,000 and above per unit cost).
Public Review	• Public meetings with MPO Committees (TAC and CAC). • Draft UPWP amendment is posted to the MPO website at least 10 days prior to MPO Board adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	By the majority vote of the MPO Board members present at a public meeting.

Public Participation Plan (PPP)

The PPP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the Hernando-Citrus MPO. As required by federal law, a forty-five (45) day public comment period is held prior to MPO Board adoption of the PPP to offer another avenue of public input. Once adopted, the plan is available on www.HernandoCitrusMPO.us.

PPP DEVELOPMENT, MODIFICATION, AMENDMENT	Reviewed Annually
Public Review	• Public meetings with MPO Committees (TAC and CAC). • Draft PPP is posted to the MPO website at least 45 days prior to the MPO adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Public Meeting Notices	• A 45-day notice for public review prior to the MPO Board adoption meeting is advertised in the Hernando Sun and the Citrus Chronicle newspapers, placed on the MPO website, and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites. [23 CFR 450.316(a)(3)] • The MPO Board adoption meeting public notice is posted to the MPO website 5-10 days prior to the meeting and provided to the Hernando County and Citrus County Public Information Officers for posting on county websites.
Approval	• By the majority vote of the MPO Board members present at a public meeting.

Transit Development Plans and Transportation Disadvantaged Service Plans

The Transit Development Plan (TDP) is the public transportation provider's strategic guide for public transportation over the 10-year period. The TDP identifies public transportation service improvement priorities, determines the operating and capital costs to implement these service improvement priorities, and outlines a strategy for implementation. Pursuant to rule 14-73.001, the Transit Development Plan (TDP) must include opportunities for public involvement.

The public transportation provider for Hernando and Citrus Counties are their respective Board of County Commissioners (BOCC) which are responsible for approval of the TDP. Public notices are furnished by the agencies as prescribed by State requirements and local policies. In accordance with prescribed requirements, the MPO posts relevant documents and notices on its website to ensure the public has access to and is aware of the transportation plans for their communities. Annual progress reports are reviewed by the MPO Board.

Transportation Disadvantaged Service Plans (TDSP) are provided by the Community Transportation Coordinators (CTC) in Citrus County and Hernando County. In Citrus County, the CTC is the Citrus County Board of County Commissioners. In Hernando County, the CTC is You Thrive Florida. The TDSP is a five-year plan that identifies the services provided for the transportation disadvantaged and is reviewed and updated on an annual basis. Each County has a membership body called the Transportation Disadvantaged Local Coordinating Board which reviews and approves the service plans. The TDSP for Citrus and Hernando Counties are available on the MPO's website for public review.



State of Emergency

During a local, state, or federal emergency, every attempt will be made to follow the MPO participation plan or to offer alternatives for committee and board approval, to continue community engagement, and to seek input. Adjusted strategies may include enhanced use of media and social media resources, and increased mailings or mass email distributions. The MPO may consider providing information via webinar or short videos to cover topics which would have been addressed in an in-person meeting.

The MPO's Continuity of Operations Plan (COOP) provides guidance in the event of an interruption of services. The COOP addresses the ability of the MPO to conduct unplanned or emergency meetings. The purpose of the COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources and to ensure operational and managerial requirements are met.

The MPO is required by law to produce, approve, and submit the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), List of Project Priorities, and Transportation Improvement Program (TIP) in compliance with statutory mandates and timelines. In the event the COOP is activated when one or more of these documents must be approved, the MPO is authorized to implement emergency protocols in a local, state, or federal declaration of a State of Emergency:

1. The Executive Director, in consultation with the Chair (or their respective successors), may request a deferral of approval depending on the emergency, the specific essential document needing approval, and the projected date when the MPO Board could meet again.
2. If the quorum requirements for public meetings are suspended by Executive Order of the Governor of the State of Florida, the MPO may hold a public meeting of the MPO Board using communications media technology, following rules pursuant to Florida Statutes Chapter 120.54(5)(b)2, and waiving official recommendations from MPO committees.

APPENDIX A: INDEX OF PPP AMENDMENTS AND MODIFICATIONS POST ADOPTION

DATE	REV #	CHANGE TYPE	EXPLANATION OF THE CHANGE
9-18-18	1	Annual review and update.	MPO staff reviewed the PPP and made updates to ensure the plan is consistent with current regulations. Additionally, staff from Federal Highway Administration (FHWA) met with the MPO to conduct a more detailed review of the PPP.
12-15-22	2	Annual review and update.	Formatting changes throughout the document. Information for public participation in Spanish and Telecommunication Relay services for hearing or speech disability was added, and Title VI and Noncompliance contact information was updated. Federal requirements were moved to an appendix in the back of the document. The PPP purpose section was enhanced. A section was added describing the MPO Board and Committee(s) membership regarding roles, meeting frequency and information, and a provision was added to allow committee meetings to be jointly conducted. Enhanced description of the MPO core plans and programs, along with tables outlining public review periods, advertising requirements and approval processes were added. A limited approval process was included for TIP roll forward amendments. Guidance was added to address a State of Emergency when it impacts the MPO Board's ability to produce, approve and submit one of the core plans and programs in accordance with statutory mandates and timelines.
12-7-23	3	Annual review and update.	Legal citations were added, where applicable. Publishing of legal notices in a newspaper was removed as public notice will be in the form of the placement on the MPO webpage. Removed posting notices on social media sites by the MPO. Public Notices will be sent to the public information office of Hernando and Citrus counties for posting on their respective websites. The UPWP section was updated for definitions on financial modifications/amendments in accordance with requirements of the Florida Department of Transportation. MPO Committee and Transportation Disadvantaged Local Coordinating Board meeting details were updated. The MPO volunteer application was

12-7-23 (cont.)			updated and incorporated into the PPP. Appendix A was updated to reflect PPP amendments and modifications post adoption.
4-3-25	4	Annual review and update.	FDOT made several chapter updates (LRTP, TIP, UPWP, PPP) to the MPO Program Management Handbook in 2024 to provide additional information on planning document development process, amendments, and modifications. These updates have been incorporated into the MPO PPP.
9-3-2026	5	Annual review, add Alt Text to pictures, and remove BPAC references.	Merging the BPAC with the CAC for efficiency.

APPENDIX B: PPP MONITORING ACTIVITIES

- The MPO website will be updated as necessary to maintain consistency with local, state, and federal requirements.
- Public Information Officers will provide links of notices on social media sites upon request of the MPO.
- Agendas with associated back up for all MPO Board and Committee meetings will be posted to the MPO website approximately 7 days prior to the public meeting.
- Public Notice for upcoming meetings will be posted to the website at least 5 to 10 days prior to the meeting or as prescribed by the project or program.
- The MPOs general email delivery mailbox will be monitored daily to address emails received.

APPENDIX C: FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS

The public involvement process requirements in 23 CFR 450, Section 450.316 are described below.

§450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION

- (a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.



- 1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - i. **Providing adequate public notice** of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (known as the LRTP) and the TIP.
 - ii. **Providing timely notice and reasonable access** to information about transportation issues and processes.
 - iii. **Employing visualization techniques** to describe metropolitan transportation plans and TIPs.
 - iv. **Making public information** (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web (Internet).
 - v. **Holding any public meetings at convenient and accessible locations and times.**
 - vi. **Demonstrating explicit consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP.
 - vii. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems**, such as low-income and minority households, who may face challenges accessing employment and other services.
 - viii. **Providing an additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
 - ix. **Coordinating** with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
 - x. **Periodically reviewing** the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- 2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) because of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

- 3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web (Internet), to the maximum extent practicable.
- (b) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
- 1) Recipients of assistance under title 49 U.S.C. Chapter 53.
 - 2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - 3) Recipients of assistance under 23 U.S.C. 201-204.
- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.



[[81 FR 34135](#), May 27, 2016, as amended at [81 FR 93473](#), Dec. 20, 2016: [82 FR 56544](#), Nov. 29, 2017]

APPENDIX D: GLOSSARY

ADA	The Americans with Disabilities Act of 1990 is a Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
BOCC	Board of County Commissioners. The Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.
CAC	Citizens Advisory Committee. The CAC is a statutorily required committee of which the members are appointed by the MPO Board.
CIP	Capital Improvement Program. The CIP is a multi-year schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community.
CM	Congestion Mitigation. The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando-Citrus MPO, to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.
CMP	Congestion Management Process. The CMP is a management system and process conducted by metropolitan planning organizations (MPOs) to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.
CMS	Congestion Management System. The Congestion Management System (CMS) was first introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and continued under the successor law, the Transportation Equity Act for the 21st Century (TEA-21). The CMS was intended to augment and support effective decision making as part of the overall metropolitan transportation planning processes.
COOP	Continuity of Operations Plan. The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando-Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.
CTC	Community Transportation Coordinator. The CTC is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.
CTD	Commission for Transportation Disadvantaged. The CTD is the State-level policy board for the coordination of transportation disadvantaged services.
DOPA	Designated Official Planning Agency. The DOPA is the entity responsible for transportation disadvantaged planning in each area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).
EJ	Environmental Justice. Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.
FDOT	Florida Department of Transportation. FDOT is the State of Florida's multi-modal transportation

	agency. Organizationally, it is composed of one Central Office in Tallahassee, seven District Offices, and the Florida's Turnpike Enterprise.
FHWA	Federal Highway Administration . The FHWA is the Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.
FTA	Federal Transit Administration . The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.
FTC	Florida Transportation Commission . The mission of the FTC is to provide leadership in meeting Florida's transportation needs through policy guidance on issues of statewide importance and by maintaining oversight and public accountability for the Department of Transportation and other statutorily specified transportation authorities.
FTE	Florida's Turnpike Enterprise . Florida's Turnpike Enterprise (FTE) manages Florida's Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT).
FTP	Florida Transportation Plan . The FTP is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.
FS	Florida Statute . A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections.
FY	Fiscal Year . A fiscal year is a 12-month period used in government accounting and financial reporting.
HISP	Highway Safety Improvement Program . The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land.
ICAR	Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement . The ICAR provides framework for review between MPO and Public Transportation actuals and regional planning councils.
LCB	Local Coordinating Board . The purpose of the coordinating board is to provide advice and direction to the CTC concerning the coordination of transportation services.
LEP	Limited English Proficiency . LEP refers to individuals who have a limited ability to read, speak, write, or understand English.
LOPP	List of Priority Projects . The LOPP is a list of priority projects developed pursuant to the Transportation Improvement Program (TIP)
LOS	Level of Service . LOS is a qualitative assessment of a road's operating condition generally described using a scale of A (little congestion) to E/F (severe congestion).
L RTP	Long-Range Transportation Plan . The LRTP is a 20-year forecast plan required of state planning agencies and MPOs, which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals.
MPO	Metropolitan Planning Organization . The MPO is the designated agency for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.
MPA	Metropolitan Planning Area .

MPOAC	Metropolitan Planning Organization Advisory Council. The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process.
NHFP	National Highway Freight Program. The purpose, among other goals, of the National Highway Freight Program (NHFP) is to improve efficient movement of freight on the National Highway Freight Network (NHFN).
PPP	Public Participation Plan. One of the required elements under MAP-21 is that a PPP (i) shall be developed in consultation with all interested parties, and (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
PTGA	Public Transportation Grant Agreement. A PTGA is an agreement between an agency and FDOT for transportation related projects.
SCOP	Small County Outreach Program source of funding
SCTPA	Sun Coast Transportation Planning Alliance. The SCTPA (formerly the West Coast Central Florida Chairs Coordinating Committee-CCC) is comprised of the following entities: Hernando, Citrus, Hillsborough, Pasco, Pinellas, Sarasota, Polk, and Manatee counties.
SIS	Strategic Intermodal System. The SIS is a Florida network of high-priority transportation facilities, including the State's largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.
STIP	State Transportation Improvement Program. The STIP is FDOT's Five-Year Work Program as prescribed by Federal law.
TA	Transportation Alternatives. As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
TAC	Technical Advisory Committee. A standing committee of the MPO required pursuant to Florida Statute Chapter 339.175.
TBRPC	Tampa Bay Regional Planning Council. The Tampa Bay Regional Planning Council is governed by elected county and municipal representatives, gubernatorial appointees, and non-voting ex-officios representing state and regional agencies. The Council serves as a forum for the coordination and review of planning and development activities that affect the six-county region: Hernando, Citrus, Pasco, Pinellas, Hillsborough, and Manatee.
TD	Transportation Disadvantaged. Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Florida Statutes, Chapter 411.202.

TDLCB	Transportation Disadvantaged Local Coordinating Board. The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statutes, Chapter 427.
TDP	Transit Development Plan. The Transportation Development Plan is required per Florida Administrative Code 14-73.
TDSP	Transportation Disadvantaged Service Plan. The TDSP is a plan for the provision and implementation of transportation disadvantaged services within a community.
TIP	Transportation Improvement Program. A priority list of transportation projects consistent with the adopted MPO Long-Range Transportation Plan (LRTP) and local government programs and comprehensive plans.
TITLE VI	Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.
TRIP	<u>Transportation Regional Incentive Program.</u> State funds made available to provide incentives for local governments and the private sector to help pay for critically needed projects.
TRT	Technical Review Team. A group of professionals who come together to discuss and work out the details of a project with regards to their area of expertise.
UPWP	Unified Planning Work Program. A Unified Planning Work Program (UPWP) is the budgetary work program identifying the funding sources and work activities of the MPO.
USDOT	<u>United States Department of Transportation.</u>

Visualization Techniques: means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as GIS- or web-based surveys, inventories, maps, pictures, and/or displays identifying features such as roadway rights of way, transit, intermodal, and non-motorized transportation facilities, historic and cultural resources, natural resources, and environmentally sensitive areas, to promote improved understanding of existing or proposed transportation plans and programs.

APPENDIX E: VOLUNTEER APPLICATION



Hernando-Citrus Metropolitan Planning Organization Board & Committee Volunteer Application (Please type or print clearly)

Name: _____
(Your name must be listed as it appears on your driver's license)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? _____ Citrus County? _____ For how long? _____

Do you reside within the city limits of Brooksville? _____ Crystal River? _____ Inverness? _____

Physical Address _____ City _____ Zip _____

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home/cell) _____ Business/Other _____ Email _____

Occupation _____

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes _____ No _____

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.).

Why are you interested in serving on this Board/Committee? _____

Please list three references, including address, phone numbers and email address.

1. _____

2. _____

3. _____

Board/Committee Interested in Volunteering for:

_____ CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 13 members

_____ HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)

_____ CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, 17 members (some positions require agency participation.)

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:

Have you ever been arrested or found guilty of a felony or a misdemeanor (or similar offense) – including any instance in which adjudication was withheld – by (1) a finding of guilt following a trial or (2) a plea of guilty or nolo contendere (no contest) to such an offense?

(Answering Yes does not automatically disqualify you for consideration) Yes _____ No _____

If yes, please explain disposition of case and dates _____

Emergency Contact #1: _____ Relationship: _____ Phone No. _____

Emergency Contact #2: _____ Relationship: _____ Phone No. _____

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the Government-in-the-Sunshine State Law.

I, the above-named applicant, agree to act as a volunteer for Hernando-Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.

I agree _____ I do NOT agree _____

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

(Printed Name)

(Signature)

(Date)

Please complete this form and return it to:

Hernando-Citrus MPO
789 Providence Boulevard
Brooksville, Florida 34601
Email: mpo@hernandocounty.us